

Personnel Resources Guide

June 2004



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Jobs

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Human Resource Servicing Team Matrix

1. Human Resources servicing is shared between the local Human Resources Office at Lakehurst and the Human Resources Servicing Center - Northeast Region located in Philadelphia, PA. Our team members are seasoned with a variety of civilian personnel knowledge which enables us to provide a broad scope of advice, assistance and products to you, our customers.

a. <u>Staffing, Classification & Employee Relations</u>: Customers who need developmental, technical, and consultative services for recruitment, employment, classification, and employee relations, please refer to the Human Resource Advisor (HRA) listing below and contact the HRA assigned to your competency or organization.

Human Resource Advisors					
Competency	Phone Extension	Competency	Phone Extension	Competency	Phone Extension
1.0	Debbie Wuesthoff 7308	4.8.1	Tobey Cole 7307	4.8.13 (M)	Donna Wardell 1058
2.0	Debbie Wuesthoff 7308	4.8.2	Mary Kovach 7306	7.0	Nicole Smith 2176
3.0	Debbie Wuesthoff 7308	4.8.3	Mary Kovach 7306	7.2	Nicole Smith 2176
4.0	Candice Vesce 2447	4.8.5	Mary Kovach 7306	7.3	Nicole Smith 2176
4.1	Mary Kovach 7306	4.8.8	Mary Kovach 7306	7.4	Nicole Smith 2176
4.2	Candice Vesce 2447	4.8.10 (J)	Candice Vesce 2447	7.5	Nicole Smith 2176
4.3.5	Candice Vesce 2447	4.8.11 (K)	Donna Wardell 1058	7.8	Nicole Smith 2176
4.8	Candice Vesce 2447	4.8.12 (L)	Mary Kovach 7306	10.0 (J)	Nicole Smith 2176
_				11.0 (K)	Nicole Smith 2176
PWC	Nicole Smith 2176	CNI	Tobey Cole 7307	NATTC	Nicole Smith 2176

- b. <u>Labor Relations</u>: Provides developmental, technical, and consultative services for labor relations. Customers may call X7311 or visit the HRO web site @ http://www.lakehurst.navy.mil/hro-lakehurst/labor/labor.html for more information.
- c. <u>Employee Development</u> Provides the resources required to assist in the identification, training, and development needs of the work force. Customers may call X2912, X7318, or X7322 or visit the HRO web site @ http://www.lakehurst.navy.mil/hro-lakehurst/Development/training.html for more information.
 - 1) Requesting Training. SIGMA/SAP will be the system of record for Training. All NAVAIR employees, including civilian and military personnel, will request training through SIGMA. You will be able to list, view, register, or submit a cancellation request for your own training requests. Supervisors of record will approve their employee's training requests. For detailed instructions on preparing a training request, go to http://www.lakehurst.navy.mil/hro-lakehurst/development/1556Guide.pdf.
 - (2) <u>DAWIA</u> training will be requested through the Register-NOW web site located @ https://www.atrrs.armv.mil/channels/registernow/default.asp?page=main.asp
- d. <u>Manpower & HR Data Management</u> Responsible for the collection and analysis of workforce data. Customers requiring workforce data may call X7645 or X2206.
- e. Equal Employment Opportunity Provides the resources required to support managers in improving their EEO posture, and provides program management and oversight of the Equal Employment Opportunity Programs. Provides coordination of the corporate Affirmative Employment Program (AEP), Discrimination Complaints Program, and the Prevention of Sexual Harassment (POSH) Program. Customers may call X1050 or visit the HRO web site @ http://www.lakehurst.navy.mil/hro-lakehurst/eeo/eeo.html for more information.
- f. Workers Compensation Program. Customers may call X2633 or visit the HRO web site @ http://www.lakehurst.navy.mil/hro-lakehurst/Benefits/benefits.html#Workers "20Compensation" for more information.
- g. <u>Drug-Free Workplace Program</u>. Customers may call X2206 or visit the HRO web site @ http://www.lakehurst.navy.mil/hro-lakehurst/dfwp/dfwp.html for more information.
- h. <u>Civilian Employee Assistance Program (CEAP)</u>. The CEAP office can be reached at 732-323-4760. If you have an emergency, services are available by calling 1-800-222-0364. TTY phone service is available at 1-888-262-7848. The emergency numbers are manned "around-the-clock."

i. Points of Contact.

Function/Specialty	Phone	FAX
Personnel Officer	7069	7230
Labor Relations Officer, Ed DiGiovanni	7311	7230
Lead Employee Development, Mary Holmes	7322	5224
EEO Specialist & EEO Counselor, Robin Williams	2905 1050 TTY	2409
EEO Support, Sandra Rogers	1278	2409
SAP 1556 Support (Contractor), Marie Pizzella	7318	5224
SAP 1556 Support (Contractor), Joan Clarke	2912	5224
Lead Manpower & HR Data & HR Web Site, Laura West	7645	7230
Manpower & HR Data & Drug-Free Workplace Program, Cindy Jones	2206	5253
Office of Workers' Compensation Program Manager (OWCP), Ron Griffiths	2633	5253
OWCP and Employee Development Support, Joji Babuschak	2763	5253
Lead, Human Resource Advisors & Assistants, Candice Vesce	2447	5224
Employee Development and Job/Employment Information Support, Sandra Rogers	1278	5224
Job/Employment Information, Jean Orenstein	2979 1837 (TTY)	7230

2. Human Resources Service Center - Northeast.

- a. Located in Philadelphia, PA services all Northeast Region Naval activities
- b. Prepares/processes merit promotion and outside recruitment announcements
- c. Maintains Official Personnel Folders (OPF). Custody for all Official Personnel Folders (OPFs) for all employees assigned to Lakehurst has been transferred to the HRSC. If you need access to your OPF or any specific document in your OPF you can refer to the HRSC memo located at http://www.lakehurst.navy.mil/hro-lakehurst/region/opfstandup.html for more information.
 - d. Creates all notices of Personnel Action (SF-50)

5. Additional Sources of HR Information.

- a. Local HRO Office Web Site http://www.lakehurst.navy.mil/hro-lakehurst
- b. Official Bulletin Boards

- c. E-Mail
- d. Instructions/Notices https://directives.navair.navy.mil/index.cfm
- e. DON HR Web Site https://www.donhr.navy.mil/





Appointment Authorities

Point of Contact: Local Human Resources Advisor

(Refer to the HR Servicing Team Matrix for contact information)

Phone: Location:

Website: http://www.opm.gov

Career and Career-Conditional Appointments:

Career

• A career appointment is given to a person who has completed 3 years of substantially continuous service under the requirement of 5 CFR 315.201(c) for career tenure.

Career-Conditional

• Others appointed receive a career-conditional appointment. Once the employee completes 3 years of continuous service, they can be non-competitively converted to a Career Appointment.

Schedule A:

Summer Hire/Student appointments

- This appointment authority allows for hiring of students attending any accredited high school, college, or vocational/technical school year round. Under this flexible hiring program, students can be appointed to temporary positions (STEP) or a work-study (cooperative education) program (SCEP). The workstudy program provides eligibility for conversion to permanent employment upon successful completion of educational and program requirements.
- Excepted Service appointment
- Appointments are made for a period not-to-exceed 1-year, and may be extended if the student remains enrolled in school on at least a half-time basis.

People with Disabilities

- This appointment authority is also specifically used to hire people with disabilities as well as other authorities commonly used to hire people with disabilities.
- Excepted Service appointment

Temporary Limited appointments

- Temporary appointments are made when the need for the position is short-term and not expected to last for more than one year. Temporary jobs are filled through competitive procedures with a requirement for public notice.
- Appointments are not-to-exceed 1 year; a 1-year extension is allowed.

Term appointments

- Term appointments are made when the need for an employee's services will last for a period of more
 than one year, but no more than four years. Reasons for term appointments may include, but not be
 limited to, project work, extraordinary workload, and uncertainty of future funding. Term positions are
 filled through competitive procedures with the requirement for public notice. These positions may also
 be filled by qualified individuals based on specific noncompetitive eligibility such as reinstatement and
 Veterans Recruitment Appointment (VRA).
- Appointments are made for more than one year but not more than four years.

Student Volunteer Program

 Agencies may provide educationally related work assignments for student volunteers on a non-pay basis.





Appointment Authorities

(continued)

Special Veteran's Appointment Authorities:

VEOA

- Veterans Employment Opportunity Act amended 1998
- This authority permits an agency to appoint an eligible veteran who has applied under an agency merit promotion announcement that is open to candidates outside the agency.
- Competitive Service appointment
- To be eligible for a VEOA appointment, a candidate must be a preference eligible or veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions.
- Agencies allow eligible veterans to compete for vacancies advertised under the agency's merit
 promotion procedures when the agency is seeking applications from individuals outside its own
 workforce.
- All merit promotion announcements open to applicants outside an agency's workforce include a statement that these eligible veterans may apply.
- Veterans given a VEOA appointment will be given a career or career conditional appointment in the competitive service.

VRA

- Veterans Recruitment Appointment amended 2002
- A special authority by which agencies can appoint an eligible veteran without competition.
- An Excepted Service appointment to a position that is otherwise in the competitive service. After 2
 years of satisfactory service, the veteran is converted to a career-conditional appointment in the
 competitive service.
- VRA eligibles may be appointed to any position for which qualified up to GS-11 or equivalent (the promotion potential of the position is not a factor). The veteran must meet the qualification requirements for the position.
- Veterans who are eligible for preference and who meet the minimum qualification requirements of the
 position, have 5 or 10 points added to their passing score on a civil service examination. (For specific
 eligibility requirements and tours of duty, please visit www.opm.gov.)

30% or More Disabled Veterans

- These veterans may be given a temporary or term appointment (not limited to 60 days or less) to any
 position for which qualified (there is no grade limitation). After demonstrating satisfactory performance,
 the veteran may be converted at any time to a career-conditional appointment.
- Initially, the disabled veteran is given a temporary appointment with an expiration date in excess of 60 days. This appointment may be converted at any time to a career conditional appointment.





CHART Tips

Point of Contact:

Phone: Location:

Website: http://www.donhr.navy.mil

Difference between Resumix and CHART:

RESUMIX is the automated application processing system used throughout the Department of Defense. It is a "skills-based" or "knowledge-based" system that operates by generating and applying skills used to identify qualified applicants from the Open-Continuous Announcement Registers.

CHART stands for the Civilian Hiring And Recruitment Tool and replaced the previous Resume Builder. CHART allows employees to create their resumes, search and apply for jobs, and keep track of any activity with their resume (i.e., when their resume is pulled for consideration; when sent to management for selection consideration; when determined not qualified and why; etc).

TIPS ON CHART

The following are some tips to aid you in using CHART to apply for Navy jobs.

Tip #1. To apply for a vacancy announcement, you must be logged into your account within CHART. It is important that you first use "My Status" and "My Job Interests" to confirm that you have an active resume on file in the region where you want to apply for another position. If you have an active resume on file, open a vacancy announcement and use the Apply Now button to send your existing resume to an announcement. Apply Now has replaced Application Express. Apply Now is the process that allows you to apply for additional announcements in the same Center or Centers where your resumes are currently active. You simply click on the Apply Now button located at the bottom of each announcement and read the instructions provided on the next screen. Your active resume will be reused for that job announcement.

If you do not have an active resume on file or wish to re-submit an updated resume, open the same announcement, click on the Apply Now button at the bottom of the announcement and click on the highlighted "Go to My Resume" message and submit your new resume to the Resumix database. NOTE: The process to flow your new resume into the Resumix database can take up to two workdays before you can apply for additional positions.

Tip #2. Confirm any resume submissions in "My Notices". If you submitted a new resume, the confirmation should read, "Submitted your resume to HRSC XXXX to apply for Announcement No. XXXX, Position Title on the announcement." If you used Apply Now with your current active resume, confirmation should read, "Requested to use your current resume on file at HRSC XXXX to apply for Announcement No. XXXX, Position Title on the Announcement."





CHART Tips

(continued)

- **Tip #3.** *Keep track of your resume through "My Status"*. Your resume becomes unavailable/inactive if: (1) it is more than one year old; (2) you are hired/promoted permanently in any position via a Resumix certificate; (3) you leave the Region you originally submitted your resume to; (4) you request to have your resume removed. In addition, if you submit a new resume for an announcement, it will replace the previously available resume, thus making the first resume unavailable. The new resume is now considered the active and available resume. Using "My Status" keeps you informed about the outcome of your applications. Among other things, "My Status" will inform you whether you were referred to management or if the position has been filled.
- Tip #4. If you wish to apply to a vacancy in a region where you do not have a resume on file, you will need to submit a new resume to that region. You will follow the same process as usual when submitting a new resume, but you will also need to ensure that you have your geographic preferences for the new region selected.
- **Tip #5.** Look around! Read the Quick Tips and all other information on the website. There is a sample resume, resume tips, an explanation of the One Resume Policy and more, located under Applicant Information. There are Frequently Asked Questions (FAQs) that provide further information about the recruiting process. Should your questions about the website not be addressed in this wealth of information, or if you have any technical problems, use the Contact the Webmaster link at the bottom of the CHART main screen. The Webmaster will respond to your problems, usually within one business day.
- **Tip #6.** When developing your resume, save your work frequently. Like all computer systems, there may be momentary disruptions that interrupt your session.
- Tip #7. Plan accordingly. Don't delay submitting your application by the closing date of the announcement. Be aware that there are periods of time when the CHART website, like all websites, is unavailable due to planned maintenance and unforeseen problems such as power outages, repairs, and your own equipment and service provider issues. Keep your resume current and review the "My Status" section regularly.





Job Opportunities for Students

Point of Contact: Tania Dawson Phone: 1-800-787-9804

Location: NAVAIR Patuxent River, Maryland

Website: http://www.opm.gov

http://jobs.navair.navy.mil

Student Temporary Employment Program (STEP)

Summer/Temporary Employment

 The STEP is a component of the Student Educational Employment Program and is available to all levels of degree-seeking students (who are accepted for enrollment or enrolled, and taking at least half-time course load) in an accredited academic institution from high school through graduate school.

If you are a student over the age of 16, you may post your resume on http://jobs.navair.navy.mil to be considered for our Student Career Experience Program (SCEP) or Student Temporary Experience Program (STEP). These programs provide Federal employment opportunities to degree-seeking students who are enrolled at least part-time at an accredited high school, technical, vocational, two or four year college or university, graduate or professional school. Every spring, NAVAIR receives hundreds of student resumes for a very small number of summer internships. We work hard at reviewing these resumes and making them available to our recruiting managers. You will be contacted by e-mail or by phone if a manager wants to interview you for a position.





Permanent Change of Station (PCS) Orders

Point of Contact: Carolyn Anderson **Phone:** 301-342-6875

Location: NAVAIR Patuxent River, MD

Website:

TRAVEL AND TRANSPORTATION ALLOWANCES FOR NEW APPOINTEES (NEW HIRE/FIRST DUTY STATION)

The following is intended as a helpful guide to persons newly appointed to the government and individuals appointed after a break in service. As a new appointee, you may be eligible for certain travel and transportation entitlements.

1. TRAVEL EXPENSES FOR YOURSELF AND YOUR DEPENDENTS

The Government will pay your expenses based on the usually traveled route and by the usual means of transportation. If traveling by car, mileage allowances are:

\$.15 per mile for I person

\$.17 per mile for 2 people

\$.19 per mile for 3 people

\$.20 per mile for 4 or more people

You are entitled to a daily allowance (per diem) while you are traveling to your new residence. However, your eligibility for this allowance and its amount will depend upon your travel distance and length of time for travel. Generally, a minimum of 350 miles per day (by car) must be traveled to receive any per diem. Your dependents are not eligible for this allowance.

You are advised to keep travel records of dates, times and places of departure and arrival as well as your outof-pocket expenses. If traveling by automobile, record toll charges paid. If remaining in a hotel while en route, obtain a paid itemized receipt from the hotel.

If traveling by plane, the government will provide your airline tickets. Ticket information will be forwarded to you.

Your dependents must begin official travel within 2 years of your start date.

2. TRANSPORTATION OF YOUR HOUSEHOLD GOODS

To be entitled to shipment of household effects, you must move at least 50 miles closer to your new duty station. You may move up to 18,000 lbs of household goods at Government expenses through three different options:

Government Bill of Lading (GBL)-Government coordinated and funded. Employee must have a copy
of PCS orders and employee contacts Personal Property. Employee tells Personal Property where
they are moving from and asks for the telephone number of the nearest government transportation
office. Employee contacts closest transportation office and makes all arrangements.



Permanent Change of Station (PCS) Orders

(continued)

- Commercial-Self coordinated with commercial mover/reimbursement is limited to the cost of a GBL move. Employee hires private moving company, pays the bill, and presents paid bill to travel office for reimbursement. Employee is only paid up to cost of a GBL move.
- **Self-move**-Self coordinated and moved/Reimbursement is limited to actual expense. Employee coordinates everything. Entitlements are limited to cost of rental truck or trailer (minus any insurance), gas and tolls for the truck, and packing materials. We cannot reimburse for insurance or a car carrier.

3. TEMPORARY STORAGE

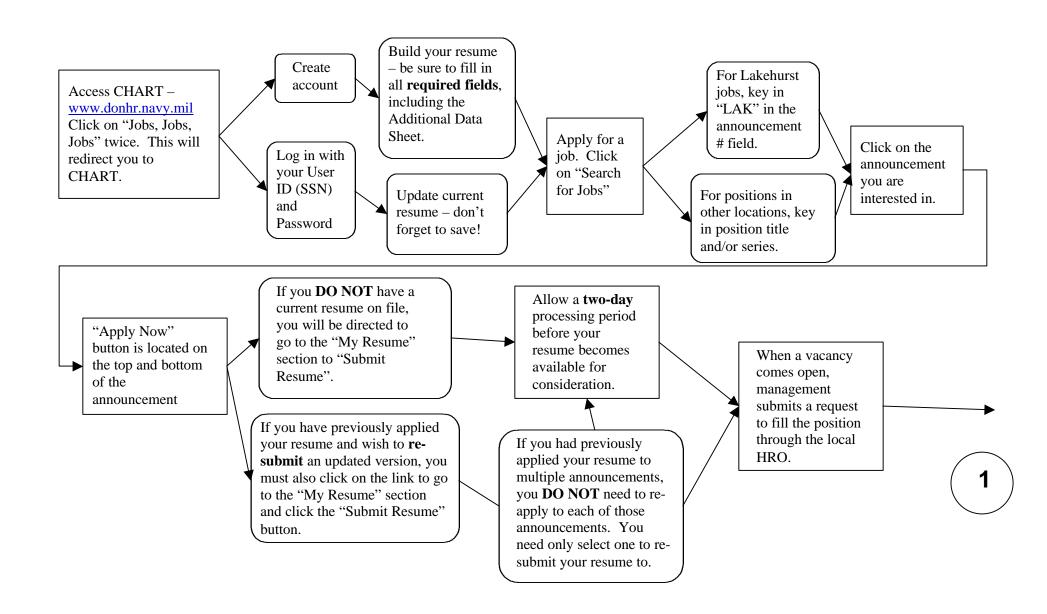
You are entitled to temporary storage of your household goods for a period of 90 days with a possible 90-day extension. (The need for extension must be specified in writing and submitted prior to the completion of the first 90 days.) For commercial moves, you make your own storage arrangements-be sure to obtain a receipt for your costs.

These entitlements are provided for general information only. Your travel entitlements will be cited on your travel orders. You are advised not to incur any travel related expenses until you receive your travel orders. For questions relating to your travel orders, contact your local Human Resources Department Travel Office.

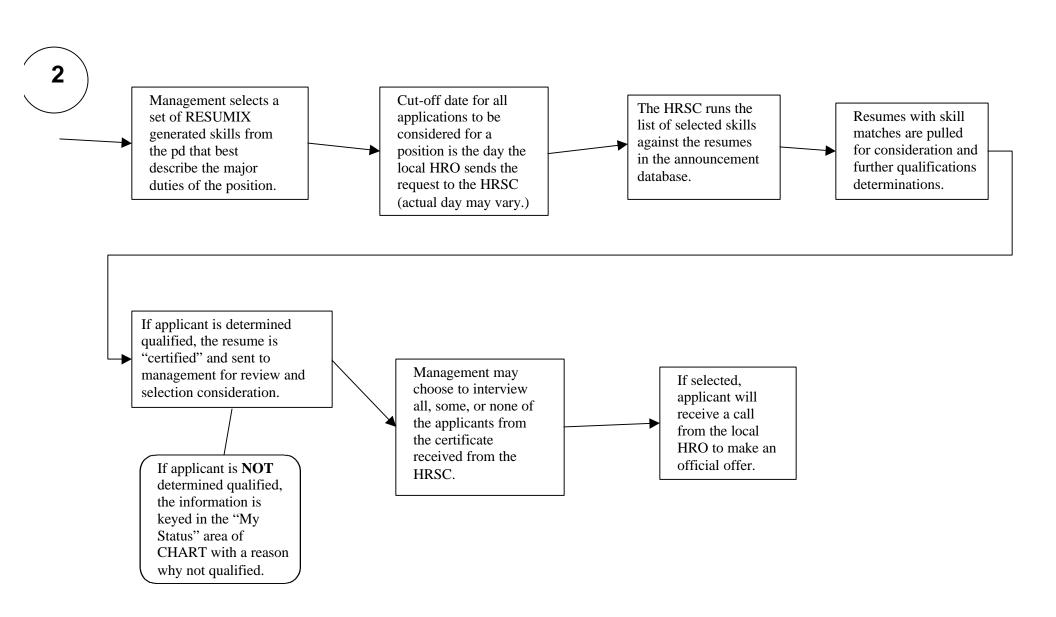
NEW HIRES AND RELOCATION ENTITLEMENTS

The Joint Travel Regulations define entitlements for relocation of government employees and new hires. However, it is within the discretion of the hiring agency to establish guidelines for relocation entitlements.

Resumix Process Diagram



Resumix Process Diagram







Professional Recruitment

Point of Contact: Tania Dawson Phone: 1-800-787-9804

Location: NAVAIR Patuxent River, Maryland

Website: http://jobs.navair.navy.mil

The NAVAIR National College Recruiting Program is a centralized program that provides Command-wide alignment and efficiency while enhancing our image with prospective employees. Operated from one center of excellence, the cross site/cross competency alignment of national recruitment efforts results in a unified NAVAIR recruitment strategy. This alignment allows us to capitalize on the renewed interest in working for our national defense and helping "provide cost-wise readiness and dominant maritime combat power." The benefits from this program include attendance at over 100 job fairs annually, including over 50 percent targeting diversity candidates, presentation of a "One NAVAIR" image and the annual hiring of approximately 300 entry-level, engineering, science and business professionals Command-wide. In today's dynamic work environment, the National College Recruiting Program allows us to maintain a competitive edge on campus as an employer of choice.



Roles of HRO vs HRSC

Point of Contact: Local Human Resources Advisor

(Refer to HR Servicing Team Matrix for contact information)

Phone:

Location:

Website: http://www.donhr.navy.mil

Role of Local Human Resources Office (HRO):

The local HRO provides advice and guidance to management concerning a variety of staffing issues, plus full spectrum classification, employee/labor relations, training, and EEO services. The HRO serves as the local point of contact for employees and managers seeking advice, resolutions to problems, and answers to various questions. The local HRO also serves as a liaison to the HRSC to ensure that actions are processed efficiently and properly.

Role of Human Resources Service Center (HRSC):

The HRSC is divided into seven different Regional Service Centers (East, Europe, Northeast, Northwest, Pacific, Southeast, and Southwest). The Regions provide centralized personnel management services, such as staffing and processing services, to activities within its geographic boundaries.



Benefits

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Point of Contact: Human Resources Service Center

Phone: Location: Website:

FORM NUMBER	PURPOSE OF DESIGNATION	DOWNLOAD FORM FROM	MAIL FORM TO
SF 2823, Designation For FEGLI	Determines how proceeds from the life insurance are distributed.	http://www.opm.gov/forms /pdf_fill/sf2823.pdf	Department of the Navy, Human Resources Service Center Northeast, 111 S. Independence Mall East, Code 51, Philadelphia, PA 19106
SF 1152, Designation For Unpaid Compensation	Determines how any unpaid salary and lump sum annual leave are distributed	http://www.opm.gov/forms /pdfimage/sf1152.pdf	Department of the Navy, Human Resources Service Center Northeast, 111 S. Independence Mall East, Code 51, Philadelphia, PA 19106
SF 3102, Designation For FERS	Designates who is to receive a lump-sum payment which may become payable under the FERS. It does not affect the right of any person who is eligible for survivor annuity benefits	http://www.opm.gov/forms /pdf_fill/sf3102.pdf	Department of the Navy, Human Resources Service Center Northeast, 111 S. Independence Mall East, Code 51, Philadelphia, PA 19106
TSP-3, Designation For TSP	Determines how any money that is invested in TSP is distributed	http://www.tsp.gov/forms/t sp3web.pdf	Thrift Savings Plan Service Office National Finance Center P. O. Box 61135 New Orleans, LA 70161- 1135
SF 2808, Designation For CSRS	Designates who is to receive a lump-sum payment which may become payable under the CSRS. It does not affect the right of any person who is eligible for survivor annuity benefits.	http://www.opm.gov/forms /pdfimage/sf2808.pdf	Office of Personnel Management Retirement Operations Center P. O. Box 45 Boyers, PA 16017-0045





Employee Assistance Program (EAP)

Point of Contact: John Seccafico

Phone: 732-323-4760 or 1-800-222-0364 Location: NAES, Bldg. 488, Lakehurst, NJ

Website: http://www.lakehurst.navy.mil/hro-lakehurst/Benefits/benefits.html

WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM?

The Employee Assistance Program (EAP) is a counseling program that is available to all federal civilian employees. It is a benefit paid for by your employer. There is no cost to you or your family for seeking EAP counseling. The EAP has a 24-hour, 365-day-a-year hotline number which employee and their families can call: 1-800-222-0364.

WHAT SERVICES DOES THE EAP PROVIDE?

<u>Counseling.</u> The primary service the EAP provides is counseling. Employees and their families come to an EAP Counselor to discuss and get help with various issues. Some of the most frequently talked about problems include: marital conflict, relationship issues, parenting concerns, depression, anxiety, job stress, conflict with co-workers or supervisors, etc.

<u>Counsultation to Supervisors and Managers</u>. Many supervisors and managers call an EAP Counselor because they are concerned about an employee and want to know how to better assist that employee. Employees may be dealing with personal or work-related issues that are creating a lot of stress for them. Some employees may be dealing with personal issues that are affecting their job attendance, productivity, or morale. As a mental health professional, the EAP Counselor is qualified to address the personal and emotional issues which may be affecting an employee's performance or conduct at work. The EAP is a voluntary program and all information is kept confidential.

<u>Educational Trainings</u>. Some managers call an EAP Counselor because they would like to have training on a specific topic. Employees have expressed interest on such topics as stress and time management, conflict-resolution, anger management, improving communication, and creating a positive work-environment. If a group of employees at a work-site want to have a lecture or group discussion on a particular topic, they should discuss this with their immediate supervisor who could then contact the EAP.

<u>EAP Orientations</u>. EAP Counselors are available to orient new or current employees to the services of the EAP. Supervisors or managers can call an EAP Counselor and ask that the EAP Counselor come to their staff meeting or to a training session they are having and talk about the EAP and the services that the EAP provides.

<u>Supervisory Training</u>. EAP Counselors are available to provide training to managers, supervisors, and team leaders. These supervisory trainings are specifically focused on the consultation services that EAP Counselors can provide to supervisors and how EAP counselors can support supervisors and their employees. To schedule training, please give an EAP Counselor a call.





Employee Assistance Program (EAP)

(continued)

<u>Crisis Management</u>. EAP Counselors are also called upon at times to deal with a particular crisis or tragedy. EAP Counselors have provided crisis counseling to victims of a particular tragedy, their family members, or to those employees who may have witnessed a traumatic event.

<u>Referral Information</u>. Many people call the EAP because they want to know the names and phone numbers of psychiatrists, mental health therapists, and substance abuse counselors in the area. The EAP can provide them with this information.

WHO CAN ATTEND THE EAP?

All federal civilian employees and their families (i.e. spouse and dependent children).

ARE THE COUNSELING SESSIONS CONFIDENTIAL?

All information shared by the employee is kept strictly confidential. Only in circumstances where the safety and security of an individual or others is in danger, would the appropriate authorities need to be notified.

HOW MANY COUNSELING SESSIONS CAN ONE HAVE?

Each employee and/or his family can have up to 6 counseling sessions, per problem, per year. If six sessions does not seem sufficient to deal with a particular problem, your EAP Counselor will refer you or your family member to a provider in the area for longer-term counseling. Depending on what your particular problem may be, your EAP Counselor may refer you to a psychiatrist for medication management or to a mental health therapist or a substance abuse counselor for longer-term treatment.

WHAT ARE THE QUALIFICATIONS OF EAP COUNSELORS?

EAP Counselors are licensed master's level clinicians with extensive education, training, and experience counseling individuals and families dealing with various issues. A short-term solution-oriented approach is used in their work with people.





Employee Benefits Information System (EBIS) and the Benefits Line

Point of Contact: Automated Benefit Systems

Phone: 1-888-320-2917 (see instructions below)

Location:

Website: http://www.donhr.navy.mil/ (see instructions below)

The Department of Navy has two automated benefit systems that are available for making benefit elections. The Employee Benefits Information System (EBIS) is an Internet system, and The Benefits Line is an interactive voice response system that uses the telephone. In order to use the automated systems, your personnel record must be created by the HRSC in the Defense Civilian Personnel System (DCPDS). If you are ready to make a benefits election before your personnel record is created, please call 1-888-320-2917 and select option 4 to talk to a Customer Service Rep (CSR).

EBIS. You can access EBIS at the Department of the Navy homepage at http://www.donhr.navy.mil/. Click on EBIS to access the application. You can make your benefit elections 24 hours a day from any computer with Internet access. In order to access EBIS you must create a password and Personnel Identification Number (PIN). Your Social Security Number (SSN) and password are used to log into EBIS. Your PIN is needed to authorize a transaction or access personal benefits information.

As a new user, you will need your Service Computation Date for Leave, Pay Plan, Grade and Step from your Standard Form (SF) 50, Notification of Personnel Action, or your leave and earning statement (LES) to create your EBIS password and PIN.

If you do not have a SF-50, please call The Benefits Line at 1-888-320-2917. Select option 4 to talk to a CSR.

The Benefits Line. You can also make benefit elections using The Benefits Line. The number for The Benefits Line is 1-888-320-2917. To log into The Benefits Line you will use your SSN and PIN. Your initial PIN is your month and year of birth (MMYY). If you created a PIN in EBIS, this same PIN is used to access The Benefits Line. When you use The Benefits Line to make a family health insurance election, you will need the assistance of a Benefit's CSR to enter family member names, therefore, you should call The Benefits Line between the hours of 7:30 a.m. and 7:30 p.m. (Eastern Time) Monday through Friday. You can make life insurance and TSP elections without the assistance of a CSR.

Overseas employees who have access to DSN service can connect to The Benefits Line by dialing the DSN number to Randolph AFB (RAFB), 487-1110. Once the RAFB operator answers please indicate that you want to make an "official off net call." The employee must provide The Benefits Line number, 888-320-2917.





Federal Employees Compensation Act (FECA)

Point of Contact: Ron Griffiths Phone: 732-323-2633

Location: NAES, Bldg #120, Lakehurst, NJ

Website: http://www.lakehurst.navy.mil/hro-lakehurst/Benefits/benefits.html

Federal Employees Compensation Act (FECA Program)

The Federal Employees Compensation Act (FECA) provides compensation and medical care for all civilian employees for disability due to injuries sustained while in the performance of duty. The term "injury" includes, in addition to injury by accident, a disease proximately caused by the employment. Employees who are injured on the job should immediately report every job-related injury or illness to their supervisor.

Time Limit for Filing

An employee has up to 3 years to file a claim for a traumatic injury or occupational illness. However a CA-1 form must be filed within 30 days for the employee to be entitled to Continuation of Pay (COP). The Department of Labor (DOL) places the responsibility on the employee to ensure the appropriate form is filed within these time frames.

Traumatic Injury

A traumatic injury is identifiable by date, time, place, and specific event of injury that occurs within a single work shift. Employees should report to the Base Occupational Health Clinic or other designated medical facility. Employees do not have to be treated at the Clinic but can elect to be treated by a physician of their choice (usually located within 25 miles of residence/work). Supervisors must issue a Dispensary Permit to the employee to be treated at the Base Clinic. Employees who sustain an on-the-job injury of such severity that requires immediate medical attention should be transported to the closest civilian emergency medical facility. To file a claim for an on-the-job traumatic injury, employees must complete form CA-1, "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation". The CA-1 form should be filed immediately with the Human Resources Department (HRD).

Continuation of Pay

Employees who are unable to return to work due to a traumatic injury can elect COP if they are totally disabled and have supporting medical documentation. COP can be granted up to 45 calendar days from date of injury. After the 45-day period has expired employees can use their own sick leave, annual leave, or leave without pay and file for compensation. Failure to provide supporting documentation may result in the denial of COP.

Occupational Illnesses

An occupational illness or disease is a condition that happens over a period time, over more than one work shift. It is usually not identifiable by date, time, or place, but occurs in the performance a duty. Form CA-2 "Notice of Occupational Disease and Claim for Compensation" is completed by the employee and filed with the HRD. COP is not paid for these types of claims. The employee must use his/her own sick leave, annual leave, or leave without pay. Compensation will be payable after the claim is accepted by the Department of Labor.

Light Duty

Employees who are not totally disabled can return to work in a light duty capacity. Employees are responsible for advising their physician that light duty may be available if unable to return to full duty.





Federal Employees' Group Life Insurance (FEGLI)

Point of Contact: Automated Benefits System

Phone: Location: Website:

Info: http://www.opm.gov/insure/life/index.htm

EBIS: http://www.donhr.navy.mil

Life Insurance Coverage For Employees With No Prior Federal Service. You are automatically covered by the Basic Life Insurance from your first day in a duty (at work) and pay status. If you do not want any FEGLI coverage you must waive (decline) coverage. In addition to the Basic Life Insurance, you can elect Option A - Standard; Option B – Additional; and Option C - Family. You do not have any optional insurance unless you elect it within 31 days of your appointment. If you elect Option A, B or C coverage, it is effective the day the election is made through the automated benefit systems. Additional information about FEGLI is available at the OPM web site at http://www.opm.gov/insure/life/index.htm.

If you have not been processed in the personnel system, and you want to make your optional insurance effective immediately, please contact The Benefits Line (see Table of Contents--Benefits--Employee Benefits Information System (EBIS) and the Benefits Line).

Life Insurance Coverage For Rehired Former Employees.

Break in Service of Less Than 180 Days. If you are rehired after a break in service of **less than 180 days**, you will automatically have whatever life insurance you had, if any, before leaving Government and do not have an opportunity to make a new election to increase coverage. If you do not want any FEGLI coverage or want to decrease your current level of coverage, you must make a new election.

Break in Service of at Least 180 Days. If you are rehired after a break in service of at least 180 days, you will automatically have Basic insurance even if you previously waived all FEGLI coverage. You can elect any amount of optional insurance within 31 days of returning to service, regardless of the coverage you had during previous employment. If you fail to elect any type of optional insurance, you will automatically have the optional insurance you carried immediately before your break in service. If you do not want any FEGLI coverage, or want to increase or decrease your current level of coverage you must make a new election.

You May Elect Life Insurance By Passing A Physical. Pre-existing physical conditions will not prevent you from electing the FEGLI coverage when given the initial opportunity to elect (usually when you are first appointed). If you waived Basic coverage or did not elect additional options, you may elect coverage (or increase coverage) if:

- It has been one year since your last election,
- You successfully pass a physical (at your own expense) and
- Are approved by the Office of Federal Employees' Group Life Insurance (OFEGLI).

You cannot elect Option C – Family by taking a physical

Life Events Allow Changes to Life Insurance Enrollment. There are various life events such as marriage, divorce, birth of a child, etc, that allow changes to FEGLI throughout the year. The changes must be made within 60 days of the event. Certain life events will allow you to elect Option C – Family.

There Is No Annual Open Season For Life Insurance. OPM *may* announce a periodic open season for FEGLI enrollment, but it is very uncommon.





Federal Employees Health Benefits (FEHB)

Point of Contact: Automated Benefits System

Phone: Location:

Website: Brochures: www.opm.gov/insure/health/index.htm

EBIS: http://www.donhr.navy.mil

You Must Elect Health Insurance To Be Covered

You must make an election to enroll in health insurance within 60 days of the beginning of your appointment. Health insurance coverage is not automatic. The Office of Personnel Management (OPM) Publication RI 70-1, Guide to Federal Employees Health Benefits Plan For Civilian Employees, gives an overview of the FEHB program. Costs for the Health Maintenance Organizations (HMOs) that are available in your area and nationwide fee-for-service plans open only to specific groups are contained in the RI 70-1. Before selecting a health insurance plan you should review the individual plan brochures. The RI 70-1 and individual plan brochures are available from the OPM health insurance homepage at

http://www.opm.gov/insure/health/index.htm. You must make your health insurance election using EBIS or The Benefits Line (see Table of Contents--Benefits--Employee Benefits Information System (EBIS) and the Benefits Line).

FEHB Premiums For Part Time Employees

If you are a part-time career employee, the Government contribution toward your health benefits is prorated in proportion to the percentage of full-time service you are regularly scheduled to perform. During each pay period in which your FEHB enrollment is in effect, you are responsible for paying all premiums in excess of the Government contribution, usually 25 percent of the total premium. If you are a part time employee, you can contact The Benefits Line (select option 4) for specific information about the cost of your FEHB depending upon your work schedule.

Effective Date of Health Insurance Coverage

Health insurance elections are effective on the first day of the first pay period that begins after you have made your election through the automated benefit systems and that follows a pay period during any part of which you were in pay status. This means that your FEHB election will never be effective during the first pay period you come to work. You can use your benefits as soon as your coverage becomes effective. There are no pre-existing condition limitations even if you change plans. If you elect to enroll in FEHB, you will receive your identification cards directly from the health insurance carrier.

You Can Make Changes To Health Insurance Enrollment During Open Season

Each year during open season you will have the opportunity to enroll in FEHB, change plans or change options. The annual open season for enrollment changes is held from the Monday of the second full workweek in November through the Monday of the second full workweek in December.

Life Events Allow Changes to Health Insurance Enrollment

There are various life events such as marriage, divorce, birth of a child, etc that allow changes to FEHB throughout the year. The changes must be made within 31 days before and up to 60 days after the event.





Federal Employees Health Benefits (FEHB)

(continued)

Health Insurance Premiums Are Withheld Before Taxes.

Premiums for health insurance are withheld before federal taxes are calculated, so your gross income for tax purposes is reduced. This is called FEHB Premium Conversion (FEHB-PC). If you elect FEHB coverage you will <u>automatically</u> be participating in FEHB-PC unless you waive participation.

There are several important aspects of FEHB-PC that you should consider before participating in FEHB-PC:

- Paying health insurance premiums with pre-tax money reduces the earning reported to the Social Security Administration. This may result in a somewhat lower Social Security benefit when you retire.
- If you participate in FEHB-PC you are not able to deduct health insurance premiums as an itemized medical deduction on your income tax return.
- By participating in FEHB-PC, you do not have the flexibility to cancel your health insurance coverage or change to a self-only enrollment from a family enrollment any time. You will be able make these changes only in conjunction with a qualifying life event or during the annual FEHB open season.

If you do not wish to participate in FEHB-PC you must sign a waiver form electing not to participate and forward it to the HRSC that services you. The waiver form must be submitted at the time of your FEHB enrollment. You may request a copy of the waiver form by calling The Benefits Line or by printing the Waiver form, 12890/24 from the Civilian Benefits Home page (https://www.civilianbenefits.hroc.navy.mil) You can change whether you participate in FEHB-PC during the FEHB open season or if you have a qualifying life event. Additional information about FEHB-PC is available from the OPM FEHB web site at http://www.opm.gov/insure/health/pretaxfehb/index.htm.





Leave

Point of Contact: Employee's Supervisor

Phone: Location:

Website: http://www.opm.gov/oca/leave/index.asp

Annual Leave

Use: Personal time off.

Accrual: Full-time employees with 15 or more years of service earn 26 days of annual leave a year, those with three to 15 years earn 20 days; those with fewer than three years earn 13 days. Employees can carry over up to 30 days of annual leave into the next leave year.

Approval: Annual leave must be authorized in advance by the employee's supervisor.

Sick Leave

Use: For an employee's physical or mental illness; injury; pregnancy; childbirth; medical, dental or optical examinations or treatment; or communicable disease. Also for family care and bereavement and adoption of a child (See Table of Contents--Quality of Worklife--Family and Medical Leave)

Accrual: Full-time employees earn 13 sick days a year. Employees can carry over unused sick leave from year to year.

Approval: Sick leave must be requested and approved by the employee's supervisor.

Military Leave

Use: For employee who is a Reservist or National Guardsman

Accrual: Full Time employees are authorized 120 hours per fiscal year for active duty, active duty training, and inactive duty training. Military Leave accrual is prorated for Part-Time employees or employees working an uncommon tour of duty. If employee's Military Leave is exhausted, employee must be granted Annual Leave or Leave Without Pay.

Approval: Must submit copy of orders to Payroll.

Court Leave

Use: For jury duty or witness on behalf of any party in connection with proceeding to which U.S., District of Columbia, or State or local government is a party. Not entitled to Court Leave if private party witness and does not involve federal, state, or local government. Considered to be Official time if serving in official capacity (not Court Leave)

Approval: Jury Duty--Employee must provide copy of Certification of Jury Duty to supervisor. Witness--Employee must provide copy of summons to supervisor. Employee must turn in fees earned for service as juror or witness (unless performed on non-workdays and no salary paid). Employee may keep travel/other expenses paid.

Leave Without Pay (LWOP)

Use: To place employee in a temporary non-pay leave status. Approval: Must be approved by the employee's supervisor





Long Term Care Insurance

Point of Contact: Long Term Care (LTC) Partners
Phone: 1-800-LTC-FEDS (1-800-582-3337)
Location: For FLTCIP: http://www.ltcfeds.com

Website:

A Civil Service employee has 60 days from the date of his/her appointment to elect to participate in FLTCIP using abbreviated underwriting procedures. After the initial 60 days he/she may apply using the full underwriting application. An employee makes his/her election for FLTCIP directly with the Long Term Care Partners. Questions about FLTCIP can be directed to the LTC Partners by telephone at 1-800-LTC-FEDS (1-800-582-3337) or by email at info@ltcpartners.com. The TTY number for the hearing impaired is 1-800-843-3557. The web site for FLTCIP is http://www.ltcfeds.com/.



Retirement

Point of Contact: Lillian Baer/Olga Perruccio -

Phone: 215-408-5073/5081 DSN: 243-5073/5081

Location: Human Resources Service Center – Northeast, Philadelphia,

Website: PA

For information on retirement coverage, retirement eligibility and military deposits, employees need to contact the Human Resources Service Center servicing their activity.

The web site for general retirement information is http://www.opm.gov/retire/index.asp.





Thrift Savings Plan (TSP)

Point of Contact: Automated System
Phone: Provided in text below

Location: Website:

All employees covered by FERS or CSRS are eligible to participate in the TSP, and they may make contribution elections. However, employees appointed or reappointed to a position covered by FERS who had not been previously eligible to receive agency automatic 1% contributions become eligible to receive agency contributions the second election period following the effective date of the appointment.

You will have 60 days from the effective date of your appointment to make a TSP contribution election. If you do not elect to participate in TSP during the first 60 days you may do so during the next open season. Open season is held twice each year. You must make your TSP election using EBIS or The Benefits Line (see Table of Contents--Benefits--Employee Benefits Information System (EBIS) and the Benefits Line).

Additional information about TSP is available from the TSP web site at http://www.tsp.gov/. The Summary of the Thrift Savings Plan for Federal Employees booklet is located at http://www.tsp.gov/forms/tspbk08.pdf.

TSP Catch-up Contribution Election. TSP participants who are age 50 or older or who are turning age 50 this calendar year may be eligible to make tax deferred "catch-up" contributions from their basic pay to their TSP accounts. These contributions are a supplement to the participant's regular employee contributions and do not count against either the statutory contribution percentage limitations or the Internal Revenue Code's elective deferral limit. However, the catch-up contributions have their own annual limit and eligibility criteria. The annual TSP catch-up contribution limit is \$3000 in 2004; and \$4000 in 2005. In 2006 and thereafter, this amount will be subject to increases to reflect inflation.

Catch-up contribution elections are not subject to the open season rules. You may elect TSP catch-up at anytime and may make more than one election in any given year (so long as the annual catch-up limit is not exceeded). You must make your TSP catch-up contribution election using the EBIS or The Benefits Line.

For more information and to view the TSP Catch-up Contribution Fact Sheet, please visit http://www.tsp.gov/forms/oc03-03.pdf.



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- Make address changes
- Manage U.S. Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment
- View and print retiree account statement
- View and print annuitant account statement
- Provide report of existence
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Features may vary by Armed Service and status.

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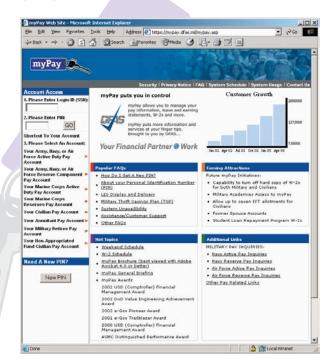
Need a new PIN?

- Civilians, active Air Force and Marine Corps, all Reservists, NAF employees, military retirees, and annuitants receive PINs by mail. If you need a new PIN, just click "NEW PIN." Log on once you receive your temporary PIN in the mail.
- Active Army and Navy may request PINs by faxing name, social security number, phone number, signature and a copy of a government ID to DFAS at 216 522-5800. Then log on following the PIN instructions in the Frequently asked Question "How Do I get a PIN".

myPay is easier than ever

myPay's new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay means no waiting in lines or holding on the phone.

With clear confirmation messages, myPay means confidence in knowing your pay is going where it should, when it should.



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As a DoD employee, military member, retired service member, or annuitant you will have unprecendented control over your pay account. You'll have immediate access to your information and can change your pay preferences online. You will save time. Your Service will save money.

Is assistance available?

Yes, help is always available for myPay online. You can also call customer support at 1 800 390.2348, Monday through Friday between 7 a.m. and 7:30 p.m. Eastern for assistance.

How do I turn off my Hard copy Leave and Earning Statement (LES)?

You can click on the "Turn off Hard Copy" button on the LES screen. Turning off the hard copy LES saves the Department money which can be used in more essential areas and programs. Delivery of an electronic LES eliminates risks associated with receiving financial information in the mail.

Can the PIN be changed?

Yes, you can change your PIN online in myPay. To change your PIN, select the "Change PIN" option from the main menu.

myPay awards

2002 e-Gov Pioneer Award

2002 DoD Value Engineering Achievement Award

2002 USD (Comptroller) Financial Management Award

2001 ASMC Distinguished Performance Award

2001 e-Gov Trailblazer Award

2000 USD (Comptroller) Financial Management Award

myPay is brought to you by:



For assistance, call customer support at 1 800 390.2348, Monday - Friday between 7a.m. and 7:30 p.m. Eastern.

Produced by the Corporate Communications Directorate
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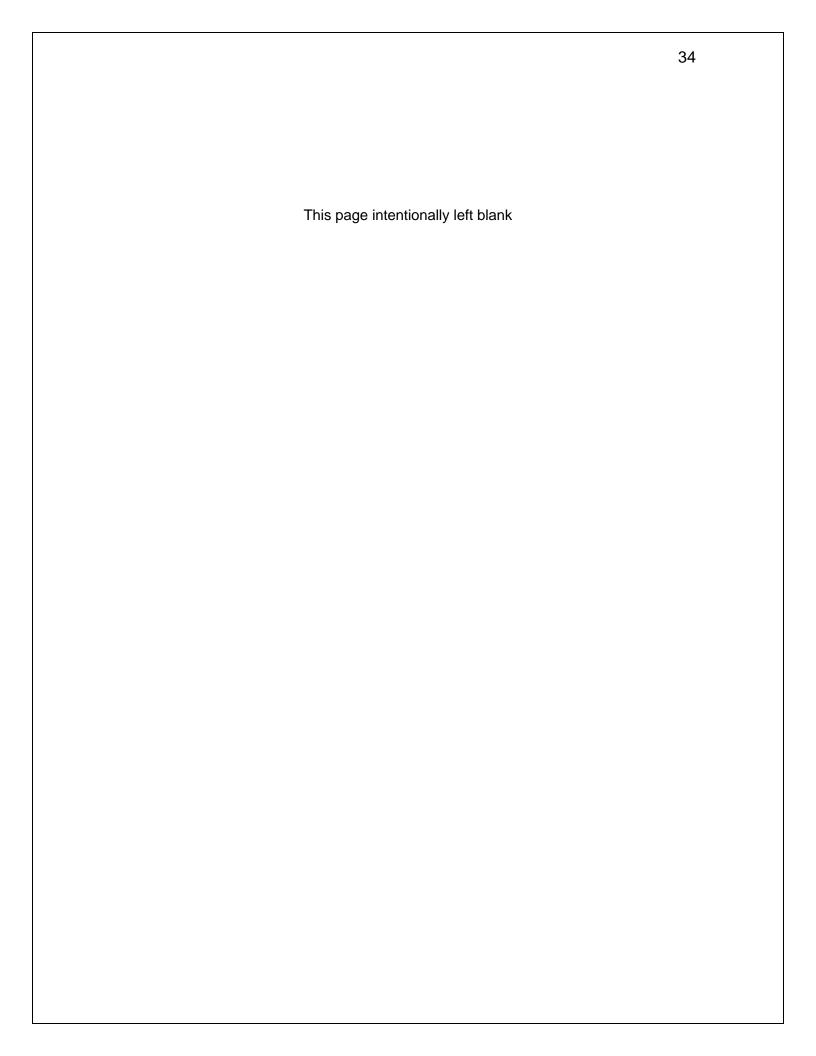
Faster and More Reliable



Websites for EBIS, myPay, and TSP

Which website should I use?

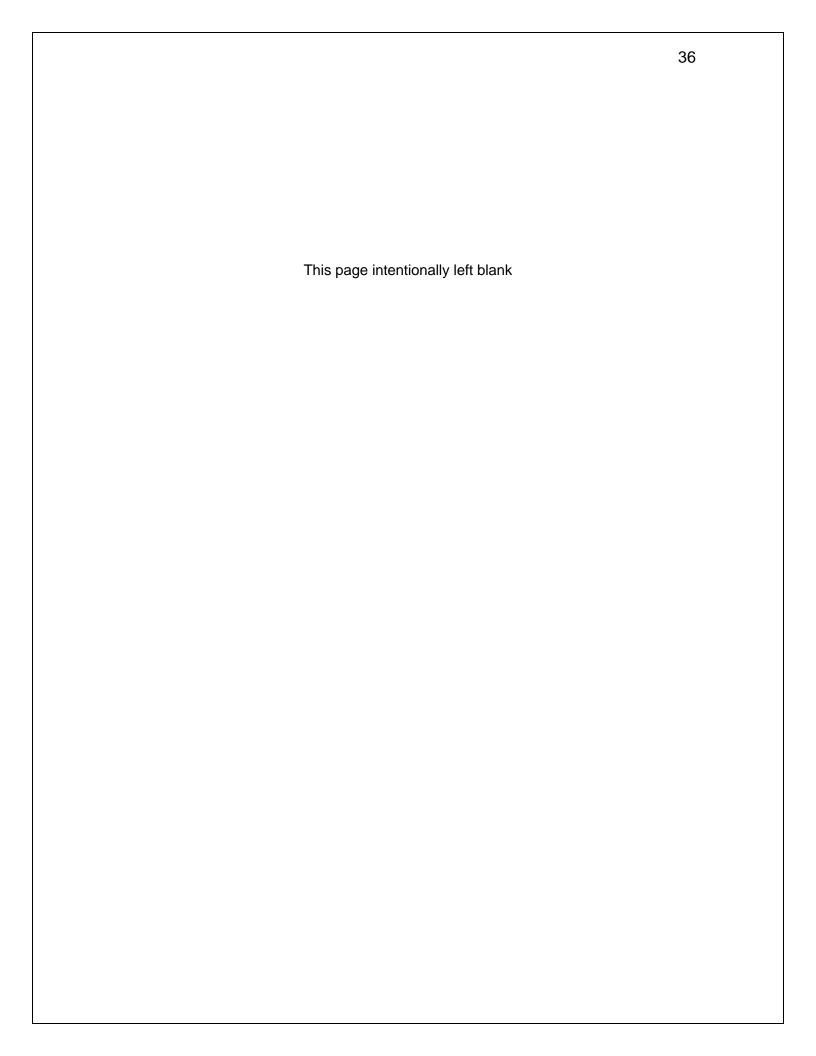
EBIS	D D 1101	
Employee Benefits Information System www.donhr.navy.mil Click on EBIS	myPay Payroll Changes (Formerly known as DFAS Employee/Member Self-Service) https://mypay.dfas.mil/mypay.asp	TSP (Thrift Savings Plan) www.tsp.gov
View/Make Changes to your:	Leave and Earning Statements (LES)	See your TSP account balance
FEHB – Health Benefits	Pay Allotments	To view, request, change or cancel:
FEGLI – Life Insurance	Correspondence Address change	Interfund transfers
TSP: Elect to enroll, change or terminate your bi-weekly payroll contributions (percentage or dollar amount)	Direct Deposit Changes	Allocation of future contributions
Retirement Information:	Savings Bonds	Review available TSP loan amount
Personal Statement of Benefits	Change Federal Tax Withholding	Review status of your TSP loan application
Retirement Estimates	Change State Tax Withholding	Outstanding TSP loan balance and prepayment information
TSP Annuity Estimates	Obtain Tax Statement (W-2)	Status of your post-employment withdrawal of TSP funds.
Designation of Beneficiary Forms can be accessed from the EBIS homepage under "Forms/Info Archive." They cannot be handled electronically on ANY website so please print them out to complete and mail them as instructed on each form.	View Travel Vouchers	View fund performance and rates of return.
You can establish your own 6 digit PIN in EBIS and you will also establish a password using information from your latest LES.	DFAS will send you a PIN that you can change to a 4 to 8 digit PIN of your choice. To do so, log onto the MyPay website and you will see the "Change Current PIN" option under the "Your Civilian Pay Account" menu.	TSP will send you a 4 digit PIN that you can change to a 4 digit PIN of your choice. Click on the Account Access section on the TSP website for further instructions to change your PIN.





Quality of Work Life

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Other Family Friendly Leave Policies

SICK LEAVE FOR FAMILY CARE OR BEREAVEMENT

Employees may also use their accrued sick leave to care for family members as a result of:

- * Physical or mental illness
- * Injury
- * Pregnancy/childbirth
- * Bereavement
- * Undergoing medical/dental/optical treatment or exam

For these purposes Family Member is defined as (1) spouse and spouse's parents; (b) children, including adopted children spouses thereof; (c) parents; (d) brothers and sisters, and spouses thereof; and (e) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. *Note:* Elderly relatives and significant others would be covered by this definition.

ENTITI EMENT:

Full-time Employees:

- ⇒ 40 hours of accrued sick leave may be used (5 days) without regard to the employee's current sick leave balance.
- ⇒ Full-time employees who maintain a balance of at least 80 hours of sick leave may use an additional 64 hours (8 days) of sick leave for a total of 13 days per leave year.

Part-time Employees:

- ⇒ May use accrued sick leave up to the average number of hours of work in their scheduled tour of duty each week (e.g., 32 hours).
- ⇒ Part-time employees who maintain a sick leave balance which equals an amount twice the average number of weekly tour hours, may use additional hours of sick leave for family care or bereavement provided the total number of hours does not exceed the number of hours of sick leave the employee would normally accrue in the leave year.
- Requests should be made on an SF-71, Request For Leave or Approved Absence.
- Employees must follow the normal rules for requesting and receiving approval of leave.
- Documentation requirements are the same as those otherwise required for the employee's sick leave.

12 WEEKS SICK LEAVE TO CARE FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION:

- Employees are entitled to use a maximum of 12 weeks (480 hours) sick leave each leave year to care for a family member with a serious health condition.
- "Family Member" definition (see SICK LEAVE FOR FAMILY CARE OR BEREAVEMENT)
- "Serious Health Condition" definition (same as FMLA)
- An employee is entitled to first 40 hrs sick leave regardless of sick leave balance and may use additional sick leave if employee maintains a balance of at least 80 hours sick leave.
 Any sick leave used (up to 13 days) for family care and bereavement counts against the 480 hours entitlement

For more information contact your supervisor or your HRD. It is your responsibility to request entitlement to time off under these laws if you believe you are eligible.

Supervisors and timekeepers should direct policy questions to the Human Resources Department.

Eliminating the Worry of Being There!

FAMILY
FRIENDLY
LEAVE
POLICIES



Family and Medical Leave Act

PURPOSE:

Under the Family and Medical Leave Act (FMLA), eligible employees may use UNPAID leave (i.e., leave without pay) to take care of the following specified family and medical needs:

- Birth of a son or daughter and care of a newborn child (within 1 year after birth).
- Placement of a son or daughter with an employee for adoption or foster care (within 1 year after placement).
- Care of spouse, son, daughter, or parent with a serious health condition.
- Serious health condition of an employee that makes the employee unable to perform duties of his or her position.

Excludes temp appointments of 1 year or less and intermittent employees.

ENTITLEMENT:

Provides a total of up to 12 work weeks of UNPAID leave during any 12-month period to take care of specified family and medical needs:

- Employees may request to use leave on an intermittent basis or under a reduced leave schedule. If the requested leave is for a serious health condition, the leave may be taken intermittently if medically necessary. Leave for other reasons may be taken on an intermittent basis if the employee and supervisor agree and it is not disruptive to the operation.
- Leave may be taken in increments as little as 30 minutes.

Upon return to employment, an employee must be restored to the:

- Same position, or
- Equivalent position, with equivalent benefits, pay, status, and other terms and conditions of employment.

Note: During these absences, employees continue eligibility for basic employee benefits and applicable programs (e.g., health insurance, life insurance, the Voluntary Leave Transfer Program, time off under expanded FMLA, etc.).

SUBSTITUTION OF PAID LEAVE:

An employee may elect to substitute accrued or accumulated annual or sick leave for any or all of the period of leave without pay to be taken under FMLA. The substitution of annual and sick leave must be consistent with current law and regulations governing the granting and use of annual or sick leave. An employee must notify the Agency of his/her intent to substitute paid leave prior to the date such paid leave commences. An employee may not retroactively substitute paid leave for leave without pay previously taken under FMLA.

PROGRAM REQUIREMENTS:

- An employee must invoke entitlement to leave under FMLA in writing, preferably by completing SF-71.
- Requests must be made to the firstline supervisor following normal rules for requesting and receiving approval of leave.
- Requests must be made in writing. Initial oral, fax or other electronic requests are acceptable, but must be followed up with a written request.
- When need for leave is foreseeable, an employee must provide 30 days notice of intent to take time off under FMLA.
- Requests for leave for a personal or family serious health condition may require the submission of medical documentation.
 If requested, documentation due NOT later than 15 calendar days from request.
- An employee may not retroactively invoke entitlement unless incapable of invoking due to incapacitation and supported by documentation.

PROGRAM DEFINITIONS:

Family member – defined narrowly as a spouse, son, daughter or parent. The law provides extensive definitions of these terms. Refer to the Code of Federal Regulations (CFR) - 5 CFR 630.1202 for specifics.

Serious health condition – the extent to which a medical condition meets the intent of this law was extensively defined in CFR Part 630 — Absence and Leave, Subpart L—Family and Medical Leave 630.1202.

Note: A serious health condition may include:

- Pre-natal care
- Mental illnesses (e.g., depression)
- AIDS
- Heart attack and recovery
- · Injuries and related physical therapy
- Incapacitation due to chronic conditions (e.g., asthma, diabetes, etc.)
- Physical care for basic life need and/or psychological comfort.

Expanded FAMLA

EXPANDED FAMILY AND MEDICAL LEAVE POLICIES:

Employees may request and be granted up to 24 hours of LWOP each year for the following activities as mission requirements permit:

- School activities and early childhood educational activities
- Routine family medical purposes
- Elderly relatives' health or care needs

Additionally, management will support employee requests to schedule paid leave or time off such as annual leave, sick leave, compensatory time off and credit hours under flexible work schedules for these activities when such paid time off is available to the employee and as mission requirements permit.

Use of this unpaid leave option should be requested on an SF-71 Request for Leave or Approved Absence.

Other Family Friendly Leave Policies

SICK LEAVE FOR ADOPTION

Federal employees are entitled to use sick leave for purposes related to the adoption of a child.

LEAVE FOR BONE MARROW OR ORGAN DONATION

Federal employees are entitled to use 7 days of paid leave to serve as a bone-marrow donor and 30 days of paid leave to serve as an organ donor each calendar year (in addition to annual or sick leave).







Flexible Spending Account (FSA)

Point of Contact: Federal FSA Program Administrator

Phone: 1-877-372-3337 (toll free)

Location:

Website: (Overview) https://www.fsafeds.com/forms/OPM-FSA-OVTF-10-031.pdf

(Eligible Benefits) https://www.fsafeds.com/forms/OPM-FSA-EETF-10-031.pdf

What is FSA?

There are two Flexible Spending Accounts (FSAs):

- A Health Care FSA [HCFSA] allows pre-tax reimbursement of eligible medical costs not covered or reimbursed by insurance. Examples include FEHB plan deductibles, co-payments and coinsurance, dental and vision services not covered by FEHB plans, etc.
- A Dependent Care FSA [DCFSA] allows participants to be reimbursed on a pre-tax basis for childcare
 or adult dependent care expenses that are necessary to allow the employee (and his/her spouse) to
 work or seek work.

Participation in a FSA is not automatic; employees must make a voluntary election on an annual basis. If an employee does not make an election during the open enrollment they will not have a FSA in the new plan year. The benefit election is irrevocable once the plan year has begun, unless the employee experiences a qualifying "change in status" event. Additionally, if by the end of the plan year the money in an employee's account is not used, the money will be forfeited.

FSAs are effective financial management tools that can stretch the disposable incomes of an account holder and ensure that funds are available, when needed, to pay for out-of-pocket medical expenses or dependent-care costs of a child or parent. Employees wanting to learn more about the FSAs or enroll in the FSA program can visit the Federal FSA Program web site at https://www.fsafeds.com/

Other site features that are available to you include:

- An overview on FSAs.
- A calculator to help estimate how much to put into either a HCFSA or DCFSA.
- Frequently Asked Questions (FAQs).

Who Do I Contact If I Have Questions?

All inquiries should be made directly to the program administrator by calling toll free at 1-877-FSAFEDS (1-877-372-3337). FSA program counselors are available Monday through Friday, 9 AM until 9 PM, Eastern Time, or email any questions to FSAFEDS@shps.net. For hearing impaired employees, the TTY/TDY number is 800-952-0450.

All civilian employees who are interested in enrolling in the Federal FSA Program should continue to monitor the FSA program's web site at https://www.fsafeds.com/ for future updates or for enrollment information.

Your Human Resources Service Center (HRSC) is not involved in this program and therefore all inquiries should be made directly to the program administrator by calling the telephone number above.





Professional Liability Insurance

Point of Contact: Local Human Resources Specialist

Phone: Location:

Website: http://hro.navair.navy.mil/relations/pli.htm

Purpose

DoD will reimburse qualified/covered employees up to one-half the cost of a covered PLI premium, not to exceed \$150 per year. PLI is insurance against legal liability related to actions taken in performance of an employee's official duties. Insurance typically covers legal liability for personal and property damage and expenses for administrative and judicial proceedings.

Coverage

- Payment of civil judgments up to \$1 million in monetary damages
- Legal representation: DoJ declines to defend case or until DoJ takes case
- An attorney to monitor case on employee's behalf, even if DoJ defends case
- Payment of legal defense expenses

Eligible

- Law Enforcement Officers whose primary duties are the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal law of the U.S.
- **Supervisors** who have authority to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline or remove employees, adjust grievances or effectively recommend such action, if exercise of authority is not merely routine but requires consistent exercise of independent judgment.
- Management Officials who formulate, determine or influence policies of the agency. Members of SES
 are covered.

Non-Eligible

- Military members
- Non-appropriated fund employees
- Appropriated fund employees who are not law enforcement officers, supervisors, or management officials
- Team Leads (unless position meets definition of law enforcement officer, supervisor, or manager)

Reimbursement Policy

- Qualified DoD employees reimbursed up to one-half the cost of a covered premium, not to exceed \$150 per fiscal year, or 50% of annual premium, whichever is less
- Application for reimbursement must be done each fiscal year
- Payment by EFT only

Employee's Responsibilities

- Purchase insurance of choice
- Submit SF-1164 (Claim for Reimbursement for Expenditures on Official Business), an invoice from the
 insurance carrier (to verify cost of the premium), the policy number, the name of the insurance company,
 and proof of payment to the HRO Approving Official.
- Maintain copy of completed SF-1164 and supporting documentation.
- Do not request PLI reimbursement that exceeds maximum allowance per fiscal year.

Telework Policy & Information

NAVAIR Telework Policy

Kim Gryskewicz 301/342-4674 E-mail: <u>kimberly.gryskewicz@navy.mil</u>

NAVAIR Site Telework Coordinators

PAX Ruth Perry 301/342-6860 LKE Judy Kapp 732/323-7313 NI Cil Pleman 619/545-4421 CP Joann Tadlock 252/464-7101 OR Sally Wagner 407/380-8114 JAX Vickie Ewing 904/542-2693 CL Chris Perkins 805/989-3249 PM Christine Delarosa 805/989-3995

Naval Air Systems Command

DOD Policy and Guide, Telework Agreement, Safety Checklist, Cost Analysis and Telecenter forms. http://hro.navair.navy.mil

U.S. Office of Personnel Management

Federal personnel Telework http://www.telework.gov

International Telework Association and Council

Information about Teleworking issues, practices, programs and events. http://www.telecommute.org

Equipment Questions

NAVAIR Designated Approving Authority (DAA)

Darryl Allen 301/757-2996 E-mail: darryl.allen@navy.mil

Security Ouestions

Debbie Medina 301/757-2949

E-mail: deborah.medina@navy.mil

Current Telework Laws

Public Law 106-346, Section 359, 23 Oct 00, as interpreted by OPM memorandum to agencies 9 Feb 01, instructs Federal agencies (1) to review telework barriers, and to remove them and increase actual participation, (2) to establish eligibility criteria, and (3) that subject to any applicable agency policies or bargaining obligations, employees who meet the criteria and want to participate must be allowed that opportunity if they are satisfactory performers. The law provides that its requirements must be applied, within four years, to 100% of the Federal workforce. Other existing or proposed telework laws cover funding for Federal telework centers, Federal agency procurement of telecommunications equipment for use in employee homes, pilot-testing of telework environment credit incentives, and telework tax breaks.

Teleworking is a practical solution to environmental and other quality of life issues as well as worklife challenges. Federal agencies must lead by example and create progressive Telework policies that positively respond to these issues. NAVAIR is a leader among other U.S. Navy agencies.

Disclaimer - Since we have no control over the accuracy, relevance, timeliness, or completeness of outside information, the inclusion of these websites does not reflect endorsement of any views, expressed or implied, or any products or services offered on their pages.

AIR-7.3.1 22095 Fortin Circle Patuxent River, MD 20670

June 2004

Is Teleworking for you?



"Work is not someplace you go, it is something you do!"

National Security Agency

Telework provides an alternative to the traditional worksite by offering employees the opportunity to perform their duties at home, at a GSA Telecenter, or other approved worksite.

What are the benefits of Telework?

- □ Increased productivity
- □ Improvements in morale
- Enhanced productivity
- □ Greater job satisfaction
- Improved recruitment and retention
- □ Advanced Quality of Worklife
- □ Improving the Environment
- Optimized use of technology
- Accommodating people with disabilities

What types of Telework are there?

Regular and Recurring is an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Ad hoc Telework is approved Telework performed at an alternative worksite on an occasional, one-time, or irregular basis, i.e., less than one day per pay period.

What qualifies an employee to Telework?

An employee who:

- demonstrates dependability
- displays ability to handle responsibility
- □ has a proven record of high personal motivation.
- exhibits the ability to prioritize work effectively
- utilizes time management skills
- has an anticipated "acceptable" performance rating

What types of positions qualify for Telework?

Positions eligible for Telework are those involving tasks and work activities that are portable and do not depend on the employee's being at the traditional worksite. All NAVAIR positions are reviewed for consideration to Telework. The ultimate decision is the responsibility of your supervisor.

What types of work assignments are restricted from Teleworking?

- □ When face-to-face interaction is required
- Classified material

- □ Privacy Act protected data
- Work requiring frequent accesses to material that cannot be removed from the traditional worksite
- □ Work involving budgetary constraints

How do I begin?

Talk with your supervisor! Once your supervisor has determined that you are eligible to Telework, all participating employees and their supervisors are required to read and comply with the DOD Telework Policy and Guide. Then the employee completes the NAVAIR Telework agreement, safety checklist, cost analysis and the telecommuting facility reimbursement information sheet (TFRIS) that is required for Telework at telecenters (if applicable). As part of the NAVAIRINST 12700.2, these forms can be completed electronically, printed and signed.

All information discussed above can be obtained from the following website: http://hro.navair.navy.mil/telework/index.htm





Transportation Incentive Program (TIP)

Point of Contact: Jean Orenstein

Phone: X2979

Location:

Website: Websites For information and application provided below

What is the Transportation Incentive Program (TIP)?

TIP is a transportation fringe benefit program that offers qualified Federal employees assistance with employee commuting costs incurred through the use of mass transportation and vanpools. TIP is designed to pay for transit costs incurred by personnel in their local commute from residence to permanent duty station. DoN members are eligible for reimbursement up to \$100.00 per month in specific pre-approved commuter mass transit transportation. Reimbursement will not exceed actual expenses.

Where can I find information on the TIP?

All information regarding the TIP program, including eligibility requirements and applications, can be found at http://www.fmo.navy.mil/services/tip.htm.

Eligibility Requirements

Prospective members must reside in one of the two regions; the National Capital Region (NCR) or Outside the National Capital Region (ONCR).

Who Qualifies?

- All Navy and Marine Corps military members and federal DON civilian employees, including nonappropriated fund (NAF) employees.
- Part-time federal employees and interns
- Reservists

Reimbursable Methods of Transportation

- Commuter Bus
- Commuter Train
- Subway/Light Rail
- Van Pool
- Ferry (foot passengers only)



Transportation Incentive Program (TIP)

(continued)

How to Participate

Submit an application to local TIP POC: Jean Orenstein, Code 731000B120-H

Application can be found at: http://www.fmo.navy.mil/docs/tip/TIP_ONCR_Application_-_15_Apr_04.doc

Reimbursement/Distribution of Transportation Costs

For existing TIP members:

Participants do not have to re-enroll every month. The information on their application will be stored into a DOT database, allowing them to continually receive the same denomination of fare media on a quarterly or monthly basis. The only time a participant should have to resubmit an application is if they are "Making a Change" to their current status.

For proposed TIP members:

 Once a TIP application has been received by the TIP POC, forwarded to the Department of Navy, Financial Management Office, and authorized for membership, the DOT will send the new enrollee's vouchers directly to the TIP POC who will distribute them to the new members.

Important Policy Notes

- Prior to withdrawing from TIP (due to termination, retirement, separation, etc), return all unused (unsigned) fare media to local TIP POC during checkout process.
- Making a false, fictitious or fraudulent certification on the application is subject to criminal prosecution,
 Civil Penalty Action, and agency disciplinary action up to and including dismissal. Suspected misuse or abuse should be reported to the appropriate Commanding Officer (CO).





Voluntary Leave Transfer Program

Point of Contact: Local Human Resources Advisor

Phone: (Refer to the HR Servicing Team Matrix for contact information)

Location:

Website: Website information provided below

What is the Voluntary Leave Transfer Program (VLTP)?

Allows civilian employees to transfer unused, accrued annual leave to another civilian employee who
has a medical emergency.

What is a medical emergency?

 A medical condition of an employee or an employee's family member that requires the employee's absence from work for a prolonged period of time and results in a substantial loss of income to an employee because of unavailability of paid leave.

Two Parts to VLTP

- Leave Recipient A current employee who has been approved by the VLTP Administrator to receive annual leave from annual leave accounts of one or more donors.
- Leave Donor An employee whose written request to transfer annual leave has been approved by the VLTP Administrator to transfer annual leave to a leave recipient.

Leave Recipient

To be a leave recipient in the VLTP, an employee:

- Must be affected by a medical emergency.
- Must have used all of their annual and sick leave and be on LWOP or expect to be on LWOP at least 24 hours.
- Must complete an OPM 630, attach medical documentation to support their request to be in the VLTP, and submit all documentation to their supervisor.

NOTE: Supervisor submits application and medical documentation to the VLTP Administrator

Leave Donor

To be a leave donor an employee:

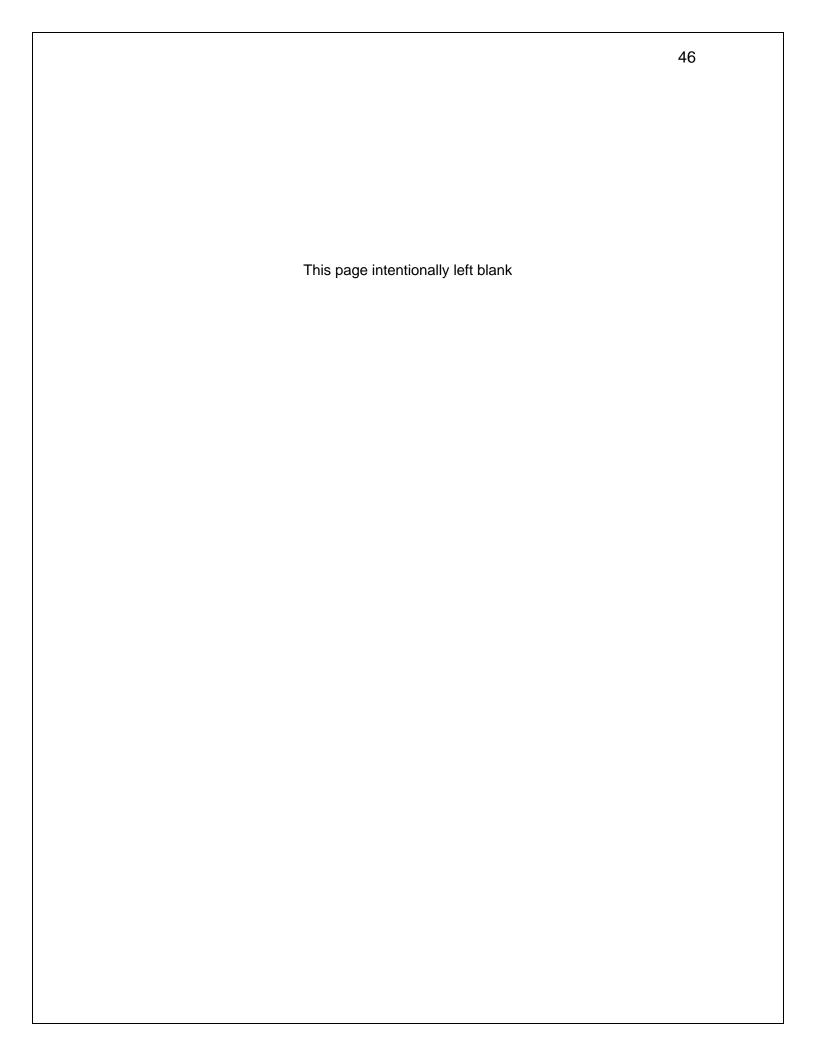
- Must submit an OPM 630A (Within Agency) or OPM 630B (Outside Agency) Request to Donate Annual Leave to Leave Recipient Under the VLTP.
- Attach a copy of employee's latest LES.
- Submit application and LES to the VLTP Administrator

VLTP Forms

- OPM 630 Leave Recipient forms can be found at http://www.opm.gov/Forms
- OPM 630A Within Agency Leave Donor forms can be found at http://www.opm.gov/Forms
- OPM 630B Outside Agency Leave Donor forms can be found at http://www.opm.gov/Forms

Additional VLTP Information

For information on the Voluntary Leave Transfer Program refer to NAVAIR Instruction 12630.1 (Leave and Absence of Civilian Employees, Enclosure (1), Section 9). Voluntary Leave Transfer





Career Development

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Career Development Model

Point of Contact:

Phone: Location:

Website: https://careerdevelopment.navair.navy.mil/index.cfm?fuseactio

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NAVAIR is reinventing the way it develops its workforce in order to help you take control of planning your career. The NAVAIR Career Development Community is dedicated to providing you standardized processes, tools and information that will assist you in planning your career. We are working together to ensure NAVAIR has a highly capable and flexible workforce supporting the Warfighter.

We have developed a Career Development Model to assist you in your Career Development everyone is encouraged to consider each element of the model in creating your career development plan.

The Career Development Model

•

Products

Career Development Program
Career Development Web site
Supervisory Development Continuum
National Mentoring Program
Multi-skill/Multi-trade developmental programs
Library of useful resources
Developmental Assignment Clearinghouse
Quality Courses
Effective Feedback and Evaluation tools
Executive Development Programs
Apprenticeship Programs

Services

Career Development counseling
Course and curriculum development
Contracting for courses
Skills needs assessment
Employee development analysis and reporting
Career development investment analysis and
reporting
Career development training
National career development policy
IDP process and tools
Rotational and developmental assignments
Apprenticeship Programs





Career Management

Point of Contact:

Phone: Location:

Website: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction

=home.cplan

Planning your career takes time and thought. It is very personal because it is about you and begins with your personal career and goals. Give some thought to the type of work that interests you, areas of the Command in which you would like to gain experience, and where you want to direct your career. Using the Individual Development Plan, you can put those goals on paper and detail how you are going to achieve them.

Did you know that 80% of people who write down their goals actually achieve them? What are you waiting for? Not sure where to start or could you use some assistance in setting your goals? An assessment tool can help identify skills that you have already developed and skills that you want or need to develop. It's your future and this is your chance to make it what you want! Take your first step forward to planning your career!

The self-assessment tool located at:

https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay§ion_id=8

can be used by anyone, at any level of the organization, to honestly evaluate your current skill levels. The assessment is based on knowledge and skills you have acquired through each job, academic experience, community activity, etc., you've ever performed. This tool will help you obtain a good sense of the skills you have developed and those with which you need more development to bring them all into balance. The tool can also help you set priorities on which knowledge or skills you want to obtain or develop first, assist you in choosing a developmental assignment, course work, and other activities to help you reach your career development goals. Use this tool as a building block and add to it as you have new experiences.





Defense Acquisition Workforce Improvement Act (DAWIA)

Point of Contact: Mary Holmes Phone: 732-323-7322

Location: NAWCAD, Bldg. #120, Lakehurst, NJ

Website: https://careerdevelopment.navair.navy.mil/index.cfm?fuseactio

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The Defense Acquisition Workforce Improvement Act (DAWIA) was signed into law in November 1990. It requires the Secretary of Defense, acting through the Under Secretary of Defense (Acquisition, Technology, and Logistics), to <u>establish education, training and experience requirements for the civilian and military acquisition workforce</u>. The requirements are based on the complexities of the job and are listed in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." Civilian positions and military billets in the acquisition system have acquisition duties that fall into twelve career fields:

Acquisition Career Fields:

- Auditing
- Business, Cost Estimating and Financial Management
- Contracting
- Facilities Engineering Management (created in year 2001)
- Industrial Property Management
- Information Technology
- Life Cycle Logistics
 - Acquisition Logistics Career Path original career field until 2002
 - Systems Sustainment Career Path separate career paths created in 2002
- Production, Quality, and Manufacturing
- Program Management
- Purchasing
- Systems Planning, Research, Development and Engineering
 - Systems Engineering Career Path original path until 2001
 - Science & Technology Manager Career Path new career path created in 2001
- Test and Evaluation

The Secretary of Defense, acting through the Under Secretary of Defense for Acquisition, Technology, and Logistics developed a fulfillment plan enabling acquisition workforce members to satisfy their mandatory training requirements based on previous experience, education, and/or alternative training programs. Learn more about the DAWIA and Continuous Learning by visiting the following websites.

- DOD Acquisition http://www.acq.osd.mil/io/se/dawia/
- Defense Acquisition University http://www.dau.mil/catalog/default.asp
- And its Continuous Learning Center http://clc.dau.mil/kc/no_login/portal.asp





Developmental Assignment Clearinghouse

Point of Contact: POC listed in the Assignment Announcement

Phone: Location:

Website: https://careerdevelopment.navair.navy.mil/index.cfm?fuseactio

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So often we are asked, what is a Developmental Assignment? Actually, it is a learning strategy in which an individual performs temporary duties on a full-time or part-time basis to acquire new skills or knowledge. These duties can be performed within an individual's competency or within another competency, business unit, or government agency. This is a great way to experience different aspects of NAVAIR and it's customers, and is another way of helping you achieve your career goals.

Step One – Finding A Developmental Assignment

One way to assist you in finding a suitable developmental assignment is the NAVAIR Developmental Assignment Clearinghouse. This clearinghouse contains a listing of developmental assignments within the NAVAIR Community as well as assignments from other government agencies. You can contact the point of contact listed on the specific announcement for additional information. Announcements in the clearinghouse are open for two weeks. Visit the following web site to search open announcements: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay§ion_id=111

Networking is another powerful tool to use when looking for a developmental assignment. Take every opportunity to talk to people in other areas to see if there is a possibility of negotiating a developmental assignment. For example, you really want to gain experience in another competency, but do not see any developmental assignments for that competency listed in the clearinghouse – what could you do? You can talk to a manager or supervisor within that competency, explain your desire to gain a new skill or knowledge, and try to negotiate a developmental assignment. Also, talk to your supervisor or mentor about your desire to experience a different aspect of NAVAIR or to learn a new skill or knowledge. They may have suggestions of places for you to start your search.

Step Two – Applying For A Developmental Assignment on the Clearinghouse

Once you have found an assignment you are interested in, what do you do next? Contact the point of contact listed on the announcement. Make sure the assignment is still available, and ask any questions you may have. Most likely the point of contact will want to review your current resume and they may request an interview with you. You may also want to let your supervisor know that you are applying for a developmental assignment; they may be contacted to work out details concerning start and end dates of the assignment, paying your salary, and approving your leave.

Step Three – Learning Contract Once you have been selected for a developmental assignment a learning contract should be prepared. The learning contract puts all of the requirements of the developmental assignment in writing, making it official. The contract can be as simple as a "memorandum for the record", and should include the start and end dates of the assignment, and specifics about who will be paying your salary and approving your leave. The contract should also include **your** detailed learning objectives, what are you trying to accomplish by doing a developmental assignment, what new knowledge or skills are you trying to obtain? This contract is your way of documenting how the developmental assignment will help you reach your career goals. All individuals involved in the developmental assignment, you, your current supervisor, and the supervisor of the developmental assignment should sign the contract.





IDP Development

Point of Contact: Mary Holmes 732-323-7322

Location: NAWCAD, Bldg #120, Lakehurst, NJ

Website:

An Individual Development Plan (IDP) is a written schedule or plan designed to meet an employee's particular job and career goals. Planning for employee development should be a joint process between the supervisor and employee. The supervisor, who is more familiar with job and Navy requirements, and the employee, who is more aware of specific individual needs, develop the plan. The IDP gives both the employee and supervisor the opportunity to set objectives and plan those experiences that will support the objectives. The results of this effort reflect a planned program of training and development designed to improve the employee's professional skills and the Navy's productivity.

The following outlines some guidelines for the employee and supervisor that should help begin the process. If additional information or assistance is needed please contact your local Career Development Office.

THE IDP PROCESS

Either the employee or supervisor can initiate the IDP process. The employee and supervisor should discuss and reach agreement on the employee's developmental objectives and specific plans for accomplishing objectives. The discussion should result in an IDP that could be implemented over the next year. The plan can be modified as necessary during the year or at the next annual IDP discussion and is not limited to activities requiring formal training or an expenditure of funds.

Major Steps in the IDP Process -

- I. Employee prepares for the IDP discussion with the supervisor through the following steps.
 - a. Gathers and reviews information about his/her own experiences and achievements, then determines
 - Job/career interests
 - Desired knowledge, skills, abilities
 - Work style and environment most preferred, and
 - Job-related strengths and weaknesses.
 - b. Gathers and analyzes information about
 - Career ladders/job options
 - Mission and program changes, and
 - Projected vacancies and required competencies.
 - c. Compares his/her own individual desires with competency/organizational needs and opportunities, then establishes tentative long-range (3-5 years) career goals and short-range (1-2 years) career goals.
 - d. An employee should consider the following as he/she prepares the IDP:
 - What knowledge, skills, and abilities are needed to improve or enhance present job performance and meet requirements for promotion and/or a career goal?
 - What is his/her present skill level in these areas? How were they acquired?
 - What are the options for developing needed competencies (i.e., job assignments, self-development activities, formal training, etc.)
 - What are the risks and constraints related to each option?

Decisions and information developed in this step should be documented in a draft IDP.





IDP Development

(continued)

- II. The Supervisor prepares for an IDP discussion with an employee by:
 - a. Determining the knowledge, skills, and abilities the employee needs to improve or enhance present job performance;
 - b. Reviewing the needs and priorities of the competency/organization in terms of anticipated mission changes, program plans, staffing turnover and needs, and particular skill;
 - c. Determining the employee's potential to assume different or higher-level responsibilities in order to meet competency/organizational needs; and
 - d. Considering specific developmental assignments and training that might allow the employee to meet or exceed developmental goals.
- III. The <u>Employee and Supervisor</u> discuss and reach an agreement about the employee's developmental goals and objectives as presented in the draft IDP.
- IV. The Employee makes necessary adjustments to IDP and obtains written supervisory approval.
- V. The <u>Employee and Supervisor</u> each keep a copy of the plan, but it is the responsibility of the employee to request time and funding for various approved developmental assignments and training that involve official time or expenditure of Government funds. Both employee and supervisor should maintain the IDP. In some cases, members of the Training Staff may need a copy.

METHODS FOR ACCOMPLISHING IDP GOALS

The IDP should reflect an equal commitment by the employee and the competency/organization. IDPs include self-development, on-the-job training, formal training, and developmental activities. A good IDP recognizes all four methods as a process for achieving goals, and does not rely only on formal training. In fact, the IDP may not include formal training at all.

I. Self-Development -

<u>Definition:</u> Any self-directed or self-initiated learning taken on your own time. This type of development can be used when resources are not available.

<u>Examples:</u> Viewing video tapes; listening to audio tapes; taking correspondence or other self-study courses; participating in support groups where structured or unstructured discussion takes place (open exchanges of ideas on a specific topic -- generally geared toward finding solutions); taking on a mentor, etc.

II. On-the-Job Training -

<u>Definition</u>: Structured training that primarily involves individual instruction, and is conducted by the supervisor or designated staff member. The employee is counseled and coached while performing official duties of the job. On-the-job training (OJT) is a frequently used method of individualized learning. OJT is suitable not only for the new employee but also for the most experienced employee. This method can be used to teach or expose employees to new procedures, tasks, and technology.

Examples:

- Computer-based training (tutorials);
- Performing in a detail position;
- Participating in special projects; etc.





IDP Development

(continued)

III. Formal Training

<u>Definition:</u> Formal training is any training that is conducted in a group setting. Generally, conferences and meetings are <u>not</u> considered formal training. Depending upon the objectives, specific program and instructor's approach, formal training experiences can be quite valuable. At times, formal training may be the only alternative a manager has in order for his or her employees to acquire specific or specialized technical or managerial competency. The methods used in formal training may involve lectures, role-plays, case studies, small group activities, and any other instructor-managed methods that address specific learning objectives. <u>Examples:</u> Formal training is available through government and non-government institutions.

IV. Developmental Activities

This method is used for training employees for added responsibilities or higher job opportunities. With support and assistance from the supervisor, the employee's present job can be restructured or arrangements can be made for the employee to be temporarily transferred to another to learn firsthand, the necessary technical and managerial competencies required for effective performance in that job. Examples:

- <u>Shadowing</u>: Provides an employee with the opportunity to observe a well qualified, journeyman level employee in the performance of a particular skill.
- <u>Task Force Assignments:</u> Employee has an opportunity to work with well-qualified people who will provide feedback to the employee on his/her performance and participation in the group.
- <u>Detail/Rotational Assignments</u>: Short-term assignment particularly appropriate for important skills that compose a small portion of an employee's job, but can lead to full-time work in that field.
- <u>Development of Job Aids</u>: Employee develops a product that will assist in the performance of the job, while, at the same time, serving as a vehicle for learning job-related information.
- Other examples of developmental activities include: Cross-program assignments, special work projects, coaching lower level employees, etc.

V. Summary

If the IDP is followed closely, you will see that there is no definite end. As you implement your plans, you move closer to your goals and identify new needs and possibly more defined goals. You are acquiring the knowledge, skills and abilities you need to fulfill your potential and increase the level of communication between you and your supervisor.





Long Term Training

Point of Contact: Mary Holmes 732-323-7322

Location: NAWCAD, Bldg. #120, Lakehurst, NJ

Website:

TARGET: The Long Term Training (LTT) Program opportunities are for high-potential individuals and advancing careerists to pursue individualized programs of advanced study in science, engineering, or management. Candidates consult with the faculties of various universities or research centers, negotiate a program of study, and initiate all admissions papers. Programs of study may be full time, part-time, or after hours. Applications must meet eligibility requirements.

CRITERIA: This Program may be used to update knowledge in a technical field characterized by rapid change, to acquire new skills and strategies with which to address current or anticipated challenges, or to branch out into new fields in order to enhance overall, professional effectiveness.

QUALIFICATIONS: Candidates must be prepared to document not only their own personal, professional, and academic qualifications but also the concrete benefits that they anticipate will accrue to the Command as a result of their study. Candidates must have highly focused goals, strong track records, and a clear path for applying their education.

Potential for advancement to senior levels within the Command as demonstrated by work history, completion or current enrollment in a professional, executive, or management development program, awards, and commendations.

Academic ability as demonstrated by prior academic records, publications, and continuing education.

Personal commitment and direction as evidenced by membership in professional societies, self-development efforts, and clearly articulate educational and career goals.

Anticipated organizational benefit as evidenced by proposed utilization plans.

ELIGIBILITY: Nominees for the LTT Program must meet the following basic requirements:

- Endorsement by supervisor and respective National Level 1 Competency Head.
- Demonstrated potential for advancement in the Department of the Navy.
- Must sign a continued service agreement.

FUNDING: The Career Development Office funds tuition. Participants are responsible for book purchases, materials and student fees.

Participant's salary and benefits continue to be paid by their competency as well as any travel and per diem costs. (A Long-Term Academic Cost Comparison must be submitted.) Students are encouraged to explore alternative means for funding these expenses.

APPLICATION: Applications may be obtained from the NAVAIR Career Development Website at https://careerdevelopment.navair.navy.mil





Mentoring Program

Point of Contact: Mary Holmes Phone: 732-323-7322

Location: NAWCAD, Bldg. #120, Lakehurst, NJ

Website:

Objective

• Provide the NAVAIR workforce with an opportunity for personal growth, professional development, and the transfer of knowledge and expertise through mentoring relationships.

Goals

- Awareness of the Mentoring Program by entire current workforce and new hires.
- A Mentor for every Employee who requests one.
- Employee Development guided by a mentoring relationship with senior personnel.

Eligibility

Open to all military and civilian employees, including those involved in other development programs.

Process

- Prospective participants should review the material found on the mentoring website at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=mentor.main and should consider taking the mentoring training available via the Navy E-Learning website: www.navylearning.navy.mil.
 - Mentor course: "Effective Mentoring"
 - o Mentee course: "Achieving success with help of a Mentor".
- All prospective mentors should register online at the NAVAIR mentoring web site:
 https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=mentor.main. Once a mentor's profile
 is in the database, mentors can access the database, and can update their profile through the use of
 their login ID used to access the server.
- Mentees may develop a list of prospective mentors from the online directory where a profile of each Mentor will be available. Mentees should then contact potential mentors via telephone and/or email.
 - It is recommended that mentees have a resume to discuss with their potential mentor(s).
 - If the mentor does not wish to participate in the partnership, he or she may decline the invitation to mentor
- The Mentoring Partnership Plan, located on the NAVAIR mentoring website, should be filled out once a
 partnership is established.
- Quarterly evaluations will be conducted to assess perceptions of the mentoring program. These evaluations will be used to improve the program's effectiveness.
- During the first year, evaluation of the mentoring program should be conducted quarterly, with the first
 evaluation occurring at the participant's 3-month anniversary of enrollment. These evaluation forms will
 be available on the NAVAIR mentoring web site.
- Annual evaluation of the overall mentoring program should be given to both the mentor and the mentee.





New Workforce Continuum

Point of Contact: Mary Holmes Phone: 732-323-7322

Location: NAWCAD, Bldg. #120, Lakehurst, NJ

Website:

Naval Air Systems Command Developmental Continuum

The Naval Air Systems Command (NAVAIR) Career Development Community wants to welcome you to the NAVAIR team. To help you get acclimated to the organization as quickly as possible, we have outlined the following training that you should complete in the order and timeframe listed.

• Sigma Basic User/Employee Self Service (ESS)

This Computer Based Training is designed to help new civilian and military members of NAVAIR's workforce learn how to enter your hours worked, request training, and update your personal information in Sigma, NAVAIR's integrated personnel and financial system. ESS training should be completed within the first week of your hire date. Access this training at https://careerdevelopment.navair.navy.mil. Depot employees are not required to take ESS training at this time.

Base Indoctrination

This site-specific training is designed to help familiarize new civilian and military members of NAVAIR's workforce with the base. Base Indoctrination training should be completed within two months of your hire date. Contact your local training office for more information.

Meet the Fleet

This classroom training is designed to help new civilian members of NAVAIR's workforce become familiar with the Fleet, our most important customer. Meet the Fleet training will be offered at each site Command-wide. Meet the Fleet training should be completed within four months of your hire date. Contact your local training office for more information.

Additional training and career development information, and points of contact can be found on the NAVAIR Career Development web site at https://careerdevelopment.navair.navy.mil. If you do not have access to this web site, please bring this to the attention of your supervisor.



Points of Contact for Training

National Competency Leads Responsible for Training Requirements

NAVAIR-1.0/PEO (A)(T)(W) Mary Jo George National Training Lead

NAVAIR-2.0 Evelyn Smith National Training Lead

NAVAIR-3.0 Jennifer Altomare National Training Lead

NAVAIR-4.0 Ann Weisser National Training Lead

NAVAIR-5.0 Cris Whelan National Training Lead

NAVAIR-6.0 Penny Brueggemann National Training Lead

NAVAIR-7.0, 8.0, 10.0 & 11.0 Terri Lemerise National Training Lead Site Training Officers
Responsible for Operations

NAVAIR Patuxent River 7.3.3 Marge Holcomb

NAWCAD Lakehurst 7.3.3 Mary Holmes



SENIOR EXECUTIVE MANAGEMENT DEVELOPMENT PROGRAM

PROGRAM FACT SHEET

LENGTH OF PROGRAM

3 to 5 years

ELIGIBILITY CRITERIA

- NAVAIR-wide Civilian Employees
- GS-12 though GS/GM-15, DP-3 and DP-4, or Wage Grade equivalent

APPLICATION REQUIREMENTS

- SEMDP Application
- Electronic submission w/copy to Supervisor

PURPOSE/OBJECTIVE

- Support NAVAIR mission accomplishment through professional enhancement of leadership and managerial talent.
- Develop high potential employees.
- Succession planning. Ensure the availability of highly qualified candidates to fill the anticipated vacancies.

SELECTION PROCESS

- Application package w/cc to supervisor to reach Site SEMDP Coordinator by COB 5 Feb 2004.
- Site Coordinator post applications in competency folders.
- National Competency Training Leads submit National Level I endorsed applications to Functional Area Panel (FAP) for review.
- FAP submits ranked applications to Career Development Office (CDO) for coordination of selection recommendations.
- AIR-00A makes final selection.
- Selection and non-selection letter mailed 6 May 2004.
- CDO schedules new selectees for ELCD.

PROGRAM REQUIREMENTS

- Attend the five core courses:
- Executive Leadership and Career Development Workshop
- Washington Arena Seminar
- Capitol Hill Workshop
- Politics of National Security
- Contemporary Leadership Issues and Practices
- Get a Mentor
- Submit Individual Development Plan (IDP)

- Serve as a Mentor
- Complete 80 hrs leadership & management training
- Complete two shadow assignments with senior leadership
- Complete developmental assignment (3 month minimum)
- Attend a minimum of two lectures/presentations a year while in the program
- Submit semi annual progress reviews

FUNDING

- Tuition for core courses funded by the CDO
- Salary and travel is supported through individual competency.

COMMAND BENEFITS

- Broadened Leadership Skills to meet the Fleet's needs
- Succession Planning

GOOD STANDING POLICY

 Completion of required Semi-Annual Progress Reviews documenting progress in developmental objectives and training set forth in the IDP.

INDIVIDUAL BENEFITS

- Developing your personal network
- Increased visibility and opportunity
- Enhanced developmental/educational opportunity

Sigma Workshops

Offer end users the opportunity for facilitated hands-on learning by performing actual work in the production environment. These are group, on the job training events. Workshops will be scheduled and conducted as needed. Be sure to let your Sigma Training Lead know if you have a workshop need.

Sigma Job Aids/Cheat Sheets

Job Aids are learning tools that serve as quick reference guides in support of the in-depth training. Cheat sheets provide step-by-step instructions for completing specific tasks within Sigma. Both can be downloaded from the Career Development Web site. Print them and keep them at your desk for easy reference. Check the Career Development Web site often for new and updated cheat sheets.

Sigma Course Materials

Sigma training manuals available in the classroom cannot be kept by individual students. Electronic versions of the Sigma course materials are available on the Career Development Web site. A notetaking template is also available on the Web site for you to take to Sigma training. Using the template, note what sections of the course material you would like to print later for use at your desktop.

Career Development Community Helping You Support the Warfighter

Contact Information

Sigma Training Material Manager Phyllis Greer

Email: Mary.Greer@navy.mil

Tel: 301.757.4117

Sigma Training Administration Manager

Kimberly Lane

Email: Kimberly.Lane@navy.mil

Tel: 301.342.6814

Site Sigma Training Leads

NAVAIR Patuxent River Kim Earnshaw

Email: Kimberly.Earnshaw@navy.mil

Tel: 301.757.1009

NAVAIR China Lake & Point Mugu

Jim Diderrich

Email: James.Diderrich@navy.mil

Tel: 805.989.3994

NAVAIR Lakehurst

Cindy Jones

Email: Cynthia.M.Jones@navy.mil

Tel: 732.323.2206

NAVAIR NATEC

Diane Albrecht

Email: Diane.Albrecht@navy.mil

Tel: 619.545.2330

NAVAIR Orlando Karen McCullar

Email: Karen.McCullar@navy.mil

Tel: 407.380.4650

Visit our website https://careerdevelopment.navair.navy.mil





Career Development Community

Mission

To deliver the highest quality holistic development for members of the NAVAIR workforce so that they can provide the highest quality support to the Warfighter.

Vision

To support the Fleet by ensuring that we have a highly capable workforce.

Objective in Support of Sigma

To provide the highest quality learning aids to enable the NAVAIR workforce to be successful in using Sigma in their work in support of the Warfighter.

What is the Sigma Project?

The Sigma Project is an enterprise resource planning (ERP) tool used by NAVAIR to integrate business functions, such as financial, human resources, and program management. Sigma will allow NAVAIR to conduct business more efficiently and effectively and to provide consistent, accurate and timely information so that we can better support the Warfighter.

What Is a Role? How Is it Used?

Roles are a way to group transactions according to the type of work people do within the system. By aligning SAP transactions to roles, we are better able to control who has access to specific transactions and information. The NAVAIR workforce is then mapped to roles within the system as appropriate.

Who Has Sigma Roles?

All NAVAIR civilian employees with computer access have the basic user role, which enables them to record their time and to request training. Military and Contractor workforce members may have Sigma roles as well. Workforce members may be mapped to multiple roles.

I've Been Assigned to a Role in Sigma, How Do I Gain Access?

Obtaining Sigma role access is a two-part process. A role request must be approved and training must be completed for access to be granted. Your supervisor is responsible for initiating the role request. You are responsible for requesting and completing the required training.

Supervisors will use e.Power to request Sigma roles for their employees, add or delete a role to an existing account, and delete an existing Sigma account. Supervisors who have not used their e.Power password must call the NAVAIR National Helpdesk at 301.342.3104 or 888.292.5919 to have their password reset.

What Training is Available to Me?

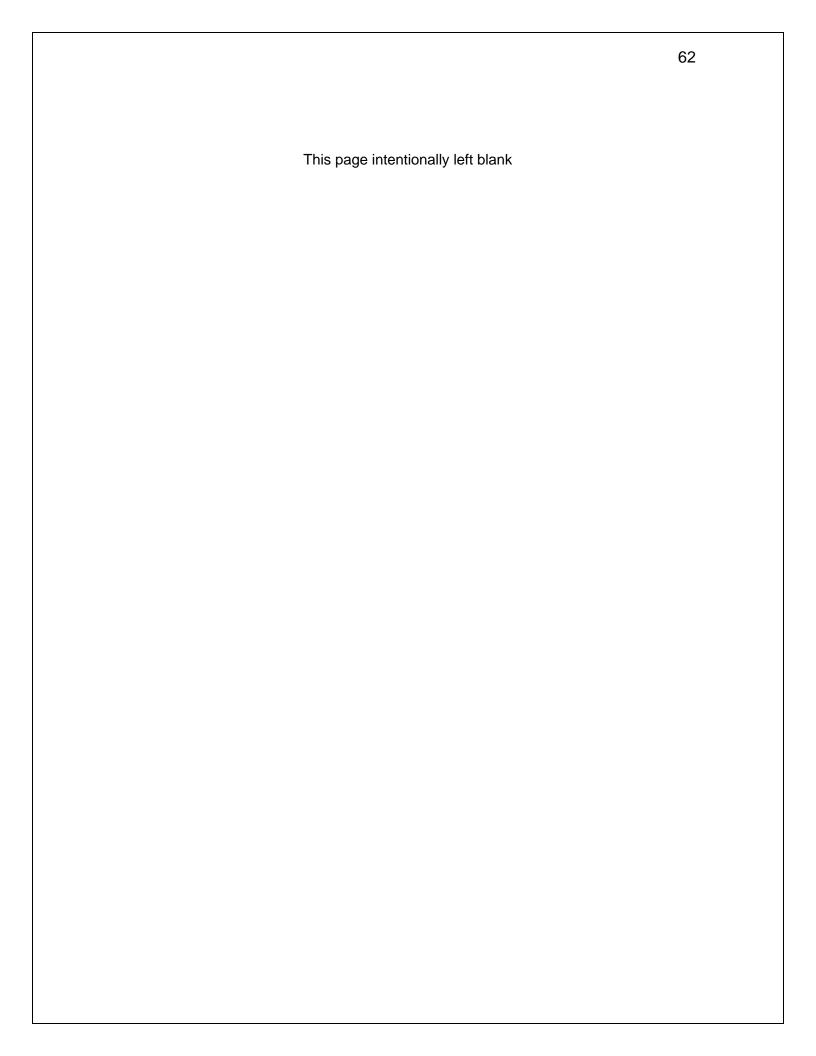
There are several kinds of Sigma training available for each role. You will need to complete Initial Role Based Training (IRBT) in order to gain access to your role. In addition to IRBT, Workshops and Refresher training are available for some roles. Go to the Career Development Web site at https://careerdevelopment.ngvair.navy.mil for more information. Click on the Sigma Course Catalog to review the matrix of roles to courses. You must register for Sigma courses in Sigma.

Sigma Initial Role Based Training

IRBT is required for access to the role. An IRBT course, either classroom based or computer based, has been assigned to each role. Once you have successfully completed the IRBT and the role-mapping request has been approved, your access will be granted.

Sigma Refresher Training

Offers end users an opportunity to brush up on their skills. Refresher training is a condensed version of the IRBT and is helpful if you haven't used Sigma for some time.







Equal Employment Opportunity (EEO)

Point of Contact: Robin Williams **Phone:** 732-323-2905

Location: NAWCAD, Bldg. #120, Lakehurst

Website: http://www.lakehurst.navy.mil/hro-lakehurst/eeo/eeo.html

The Commander Naval Air Systems Command issued the following Equal Employment Opportunity policy statement:

- 1. It is the policy of the Naval Air Systems Command (NAVAIR) to promote and ensure equal employment opportunity for all persons regardless of race, color, religion, gender, national origin, age, mental or physical disability, or reprisal.
- 2. Our capabilities are embedded in our people. While our primary objective is to retain the best work force to perform our essential core capabilities, we must take conscious and deliberate actions to provide equal employment to all NAVAIR employees and applicants for employment. Our Affirmative Employment Program (AEP) will serve as a driving force for this undertaking. I expect all managers and supervisors to fully understand and support the goals and objectives established in the Command's AEP plan and related EEO programs.
- 3. We must continually strive to identify and remove all artificial barriers to employment opportunities at every level in our Command and we must ensure our workplace is free from any form of harassment.
- 4. An organization's commitment to EEO is only as strong as the commitment of its leaders. Therefore, I expect all managers and supervisors, military and civil service, to share my commitment to the principles and practices of EEO. To ensure that the Command's goals and objectives are being carried out, managers and supervisors will be held accountable and their performance assessed for their contributions and support. Merit-based practice and behavior will define each employment decision.

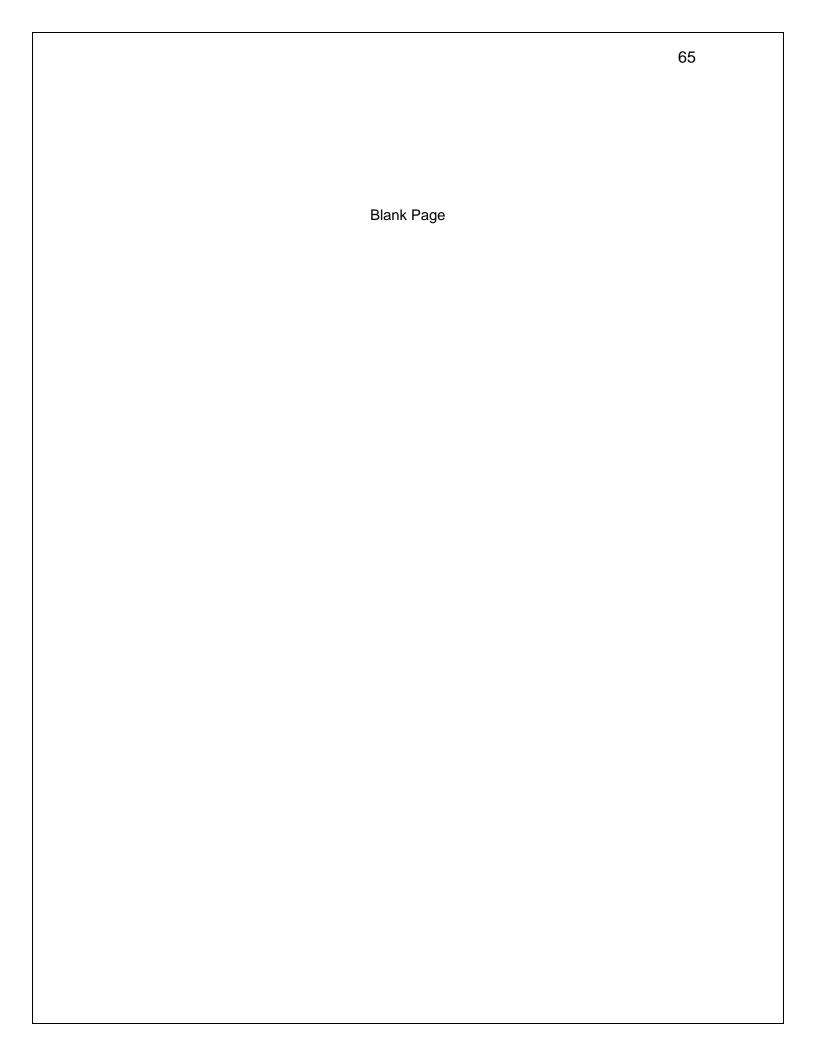
The Command EEO staff has been delegated the responsibility to carry out NAVAIR's Corporate EEO Program by providing our EEO practitioners with the vision, training, and the tools necessary to create a model EEO program. Each NAVAIR site has a staff dedicated to promoting equality of opportunity in all facets of employment matters. Specifically, each site has on-going diversity efforts aimed at creating a workforce that mirrors the diverse make-up of our communities and our Nation as well as creating an environment in which every individual's unique strengths and abilities are developed and valued.

We would like to take this opportunity to highlight some of our significant diversity efforts. In addition, we have provided information regarding our workplace dispute resolution program as well as points of contact regarding EEO matters. Under the Special Emphasis Program SEP) we have six established teams: Asian Employment Team, Black Employment Team, Disability Employment Team, Hispanic Employment Team, Native American Employment Team and the Women's Team. Each team has been instrumental in hosting awareness events and training events. The teams were able to utilize the services of a variety of facilitators outside of Navy to promote their initiatives. Their initiatives are geared towards educating NAVAIR Lakehurst employees on the importance of increase employment, advancement and career development of women, minorities, and employees with disabilities.



Other

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Fraud Waste and Abuse/Hotline	Page 70







Fleet and Family Support Center (FFSC)

Point of Contact:

Phone: (732) 323-1224/1248

Location: NAES, Bldg. 488-2, Lakehurst, NJ

Website: http://www.lakehurst.navy.mil/nlweb/ffsc/index.html

At the NAVAIR Lakehurst Fleet And Family Support Center (FFSC) it is our vision to be the place you can go to for:

- Wide range of information
- Personal financial management
- Career counseling
- Individual & family counseling
- Relocation support
- Transition education
- Crisis intervention

Meeting your needs... Land, Air and Sea

• Director: Sharon Brady, LCSW

• Family Advocacy Representative: Terri Sutton, LCSW

- Family Advocacy Specialist: Terri Sutton, LCSW
- Counseling Services: Terri Sutton, LCSW
- Transition Assistance Manager: Susan Endres
- Spouse Employment Assistance Mgr: Susan Endres
- Relocation Assistance Manager: Susan Endres
- Financial Specialist: ACC (AW) Denise LeVelle
- Information & Referral: Susan Endres
- Administrative Assistants: Lois Dingus & Debra Lukacs
- Retired Affairs Officer: ACC Eugene Tarricone, USN, RET
- Ombudsman: Penny Bowden

Address:

Naval Air Engineering Station, Lakehurst, NJ Hwy 547, Code 8.6.3, B488/2 Lakehurst, NJ 08733





Morale, Welfare, and Recreation (MWR)

Point of Contact:

Phone: 732-323-2830

Location: NAES, Lakehurst, NJ

Website: http://www.lakehurst.navy.mil/nlweb/mwr/index.asp

Morale, Welfare and Recreation (MWR) overseas numerous facilities and picnic areas, playgrounds, and athletic fields. Dedicated to providing recreational opportunities to base personnel, their families and other eligible patrons, MWR is always looking to improve and expand its program and facilities offerings.

Please visit out website for further details on all MWR facilities.

MWR FACILITIES AND PROGRAMS

- Aquatics
- Auto Hobby Shop
- Bowling
- Children's Program
 - o Child Development Center
 - o Child Development homes
 - Youth Activities
- Cyber Café Computer Center
- Dining
 - o Cyber Café Coffee Bar
 - o Flight Deck Lounge
- Cardio Center & Fitness Center
 - o Cross-trainers
 - Exercise bikes
 - Basketball
 - o Indoor Running track
 - o Locker Room
 - o Group Exercise
 - o Running Club
 - Volleyball
- Gear Issue
- Golf Course/Driving Range
- Lighted Baseball/Football Fields
- Navy Flying Club
- Party Rentals
- Racquet Ball Courts
- · Recreation/Information, Ticket and Tours Office
- Tennis Courts
- Weight Rooms





Employee Union(s)

Point of Contact:

Phone:

Location: NAES, Lakehurst, NJ

Website: http://www.lakehurst.navy.mil/hro-lakehurst/labor/labor.html

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) Local 23, P.O. Box 1216, Lakehurst, NJ, 08733-1216

AFGE Website: afge-local-23.org

Office	Name	Phone (732) 323-xxxx	E-mail
President	Gerry Wagner*	1823 or 2323	gerald.wagner@navy.mil
Exec. President	Vacant		-
2nd Vice President	Bill VanBenthysen*	5049	william.vanbenthysen@navy.mil
3rd Vice President	Vicky Mathews	7892	victoria.mathews@navy.mil
Treasurer	Rich Ferry	1065	richard.ferry@navy.mil
Secretary	Barry Wainwright	4712	barry.wainwright@navy.mil
Chief Steward	Paul Helms*	2209	paul.helms@navy.mil
Steward	Paul Feifert*	1584	paul.feifert@navy.mil

^{*} POC to conduct employee and/or labor-management relations.



Employee Union(s)

(continued)

NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES LOCAL R2-84			
Office	Name	Tel no. (732) 323-	
President	Greg Kenen	2975/2523	
1st Vice President	William Jackson	7607	
2nd Vice President	John Oliver	2920	
3rd Vice President	Helen Brennan - acting	2920	
Secretary	Helen Brennan	п	
Treasurer	William Cole	п	
Chief Steward	Charles Applegate	2523	

International Association of Firefighters AFL-CIO-CLC Local F-114, Navy Lakehurst AFL-CIO, CLC

PO Box 1155, Navy Lakehurst, Lakehurst NJ 08733-0655 Office: 732-323-5146 Fax: 732-323-5147

Executive Board				
President	James E. Royds, III			
Secretary/Treasurer	Paul M. Cheski			
Vice President	Walter Abramowicz			
Vice President	Harold Miller			
Trustee	Thomas Cohen			
Trustee	Bryan Kalinowski			
Trustee	David Kanko			

NAVAIR HOTLINE

Remember, Use your Chain-of-Command First!

> Call: DOD 800.424.9098

> DON 202.433.6743

NAVAIR 301.757.1168 (CONUS) 001.301.757.1168 (OCONUS) 757.1168 (DSN) 312.757.1168 (DSN OCONUS)

> NAWCAD/NAES LKE 732.323.2100 624.2100 (DSN)

> > Or Write

Commander, Naval Air Systems Command Office of the Inspector General (AIR-00G) 22146 Arnold Circle Unit #7 Patuxent River MD 20670-1547



NOTES

